



## Order Management Specialist at Global Software Company

Voted as one of the best place to work

## 募集職種

## 人材紹介会社

エンワールド・ジャパン株式会社

## 採用企業名

Global software company specialised for manufacturing industry

## 求人ID

1297844

## 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

## 外国人の割合

外国人 多数

## 雇用形態

派遣

## 勤務地

東京都 23区

## 給与

400万円 ~ 450万円

## 時給

1950

## 更新日

2024年11月23日 02:00

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

新卒・未経験者レベル

## 英語レベル

日常会話レベル (英語使用比率: 25%程度)

## 日本語レベル

ネイティブ

## 最終学歴

大学卒 : 学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

The company is a leader in design software for the manufacturing industry and has been voted as one the best employer globally. The company provides good work-life balance with no overtime, good training methods, career growth and overall nice team and working atmosphere.

- Order management and order processing
- Checking order documentation

- Answering customer inquiries for orders, B2C and B2B
  - Registering customer information
  - Involved in user acceptance testing for system enhancement
  - Training for internal/external distributors
  - Data entry with ERP
  - Involved in project as a core member working closely with other teams and globally
- 

## スキル・資格

- Sales assistant, order management, or administrative experience
  - Good level of Excel
  - Knowledge of manufacturing industry would be an advantage
- 

## 会社説明

### About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

### About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.  
<http://enworld.com/jp-en>

[Tokyo Office]  
12F Tokyo Square Garden 3-1-1 Kyobashi, Chuo-ku Tokyo 104-0031  
TEL: 03-4578-3500

[Osaka Office]  
4F Maruito Nishiameda Building, 3-3-45 Umeda, Kita-ku, Osaka-shi, Osaka 530-0001  
TEL: 06-7777-1350

[Nagoya Office]  
8F RICCO Sakae, 3-14-7 Sakae, Naka-ku, Nagoya 460-0008  
TEL: 052-990-2060