



Sales Analyst

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

採用企業名

British Automobile Company

求人ID

1457480

業種

自動車・自動車部品

会社の種類

外資系企業

雇用形態

正社員

勤務地

東京都 23区, 品川区

給与

経験考慮の上、応相談

更新日

2024年07月08日 06:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

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

【JOB RESPONSIBILITIES】

You will be in charge of sales performance management for each dealer, vehicle registration of OUV (company-owned vehicle), and related document management. Example:

- Wholesale OUV inventory data management and update
- Preparation for wholesale auctions and guidance to dealers
- Support for preparation of written approval and application

- Preparation and shipping of purchase orders for wholesale dealers
- Arranging and shipping of name change documents
- Name change management for wholesale vehicles
- Responding to inquiries from wholesale dealers
- Sales management

[REQUIREMENTS]

- Intermediate Microsoft Office skills (basic functions, pivot tables, Excel skills such as Vlookup)
- Experience creating presentation materials in PowerPoint
- 3+ years of work experience such as sales performance management and analysis
- Knowledge in the automotive industry is a plus
- English proficiency (intermediate level), especially those who can communicate in English (e-mail, etc.)
- Ordinary car driver's license
- Those who have high administrative processing ability
- Those who can communicate in English (email)
- Those who can think for themselves and carry out their duties

会社説明