



Sales & Operations Manager

募集職種

採用企業名

SEKIGUCHIコーポレーション

求人ID

1480603

業種

その他 (流通・小売・物流)

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

グアム

給与

750万円 ~ 1000万円

勤務時間

8:00am to 5:00pm (1 hour lunch break), Monday through Friday

休日・休暇

Full weekends off (Saturday* and Sunday)

更新日

2024年07月11日 01:00

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 (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

最終学歴

専門学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Learn new skills and work with a fun team on a beautiful tropical island!

Company Description

The Island King Imports, established in 2007, is one of Guam's premier wholesale and distribution companies. We import and distribute a wide variety of grocery and snack food products and our distribution network covers Guam's local, military and tourist markets. We are also the brand creator and owner of GUAM1, Guam's most popular beer brand, and exclusive agent

for Koikeya Japan. Our team is a fun, hard-working group of individuals who enjoy meeting goals and keeping our customers happy.

Summary

You will be overseeing daily operations including sales, delivery, merchandising and administration. Sales will be performed at certain key accounts.

Job Description

Sales and Operations Manager

- Work closely with Officer Manager to manage daily operations and coordinate sales team, delivery team & merchandising team.
- Conduct sales at certain key accounts (Navy Exchange, Don Don Donki, K-Mart, ABC Stores).
- Oversee office & warehouse administration including file maintenance, inventory management and control.
- Oversee Accounts Receivable and Payroll.
- Conduct weekly meetings with Owner to create weekly and monthly agendas.
- Review sales reports and conduct promotions and new item submissions.

Career Path

For your 3 month probation period you will be trained by the Office Manager and Owner, after which you will be expected to conduct key account sales solo. For the next six months you will continue to be trained mainly by the Office Manager, after which time you will be expected to handle the majority of your duties autonomously. After the first year of employment post-probation you will be considered eligible for potential promotion to company General Manager.

スキル・資格

Required Skills

Desirable Skills: Sales experience in a retail/wholesale environment; Quickbooks accounting software; Microsoft Office proficiency; accounting knowledge; physically fit. Necessary Skills: Customer service; impeccable attention to detail; problem-solving skills

Salary : MIN750-MAX1000

Moving cost of USD\$5,000 will be provided to assist successful candidate in relocation to Guam (to be refunded if at least 12 months employment, after 3 months probation, is not completed).

Salary Bonuses: Bonus paid on top of indicated Salary

Salary Commission: Undisclosed

Work Location

GUAM, The United States of America

Postcode : 9691

City : Tamuning

*5 minutes from the Guam International Airport, 5 minutes from Tumon, the major hotel district. 2 minutes from Guam

Premier Outlet shopping mall and 2 minutes from Don Don Donki.

Work Hours

8:00am to 5:00pm (1 hour lunch break), Monday through Friday; Overtime as necessary and occasional (approximately once per month) Saturday. *

Holidays

● Full weekends off (Saturday* and Sunday)

● Thanksgiving Day

● Christmas Day

● New Year's Day

● Paid Time Off (PTO) 5 days per year after the first 12 months of employment, after 3 months probation, is completed.

Benefits and Allowances

● Salary increase-review twice a year

● All business related vehicle gas money paid

● Medical insurance covered 68%

● 401k plan available ● Employee discounts ● 50% of housing allowance paid up to \$600/month ● Cellphone provided ● Visa

sponsored under the condition that 50% is paid up front by successful candidate and the company will reimburse at the end of the visa's specific term (eg. 3 years for H1-B, 1 year for J-1, etc) and successful employment until the end of the same term.

会社説明