



セールスアドミニストレーター / Sales Administrator, Japan

ドイツ本社 パワートランスミッションのリーディングメーカー

募集職種

採用企業名

Mayr Japan合同会社

求人ID

1484854

業種

機械

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, 中央区

最寄駅

半蔵門線、 水天宮前駅

給与

500万円 ~ 700万円

更新日

2024年07月10日 00:00

応募必要条件

職務経験

6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

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Responsibilities

This position directly reports to Business Development Manager, Mayr Japan, while keeping close relationship with sales engineers and the local representative.

Major responsibilities are to update sales data and provide sales assistance.

- To input the required data for quotation and sales transaction into the assigned system, Odoo, accurately and promptly
- To provide quotation draft of standard products referring to the pricelist.
- To monitor production and shipping schedule in Mauerstetten
- To keep close communication with the assigned forwarder (currently Seino-Schenker) for arranging picking-up

schedule, custom clearance and the delivery schedule to the customers.

- To get quotations of freight from the forwarder and check with the actual invoice.
- To inform the customers the expected delivery schedule
- To issue the invoices on time
- To assist daily office work such as answering phone calls from the customers and some office administrative work.

Company Profile

Mayr Japan LLC was established in August 2020 to strengthen the presence and materialize wider and deeper market penetration of Mayr products in the Japanese market.

Mayr, established in 1897, is a global market leading manufacturer of mechanical power-transmission products such as safety brakes, torque limiters, shaft couplings, and the head office is located in Mauerstetten, Germany.

The company has about 1,300 employees worldwide. Besides Germany, the company has representative offices in 9 countries, and distributors in 40 countries, to provide products and services locally.

Mayr has a wide range of products and its products have been sold to large Japanese multinational companies which require strong and solid support from us.

www.mayr.jp

www.mayr.com/en

スキル・資格

Requirements

- Minimum of 5 years business experience including international trading and sales administration
- Job experience in sales of mechanical components preferred.
- Good communicator directly with customers, while keeping balance under critical pressure
- Highly customer oriented, a strong team player, self-motivated, highly reliable and honest.
- Languages: Fluent Japanese (native) and business level English (direct communication with Mauerstetten, Germany is required).
- Experience in international business and recognizing cultural differences required.
- Willing to work as a start-up member of the company.

Others

- Office location: 1-1-9 Nihombashi-Kakigara-cho, Chuo-ku, Tokyo
Transportation: 3 mins. from Suitengu-mae (Hanzomon-line), 6 mins. from Kayaba-cho (Hibiya and Tozai lines), 9 mins. from Ningyo-cho (Asakusa and Hibiya lines)
- Remote work opportunities
- Probationary Period: Six months
- Annual compensation: 6.0 Mil (gross) or above. Non-exempt. Taking the current compensation into consideration.
- Days off: Saturday, Sunday, National holidays, year-end and new year, and annual paid leave
- Standard work hours: 9:00 – 17:30 with one-hour lunch break (flex-time available). Please note that there is time difference with Germany.
- Social Insurance program provided
- Commuting allowance is paid
- Retirement allowance program provided.

会社説明