

MichaelPage

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Commercial Support Specialist

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1515793

業種

機械

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2025年01月16日 15:10

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

We are seeking a proactive and detail-oriented Customer Support Specialist to assist our B2B sales team with administrative tasks, client inquiries, and process coordination. This role involves preparing quotes, managing CRM data, and ensuring seamless communication between clients and internal teams to drive sales efficiency.

Client Details

A global leader in industrial measurement technology, specializing in innovative solutions for pressure, temperature, and level measurement. With a strong presence in Japan, the company supports a wide range of industries by delivering high-quality products and reliable services tailored to meet local and global demands.

Description

- Provide comprehensive support to the sales team, including preparing quotations, contracts, and sales reports.
- Collaborate with the sales team to organize and prioritize sales activities, including scheduling meetings and preparing presentation materials.
- Monitor sales processes to ensure timely delivery of products and services to clients.
- Handle ad hoc administrative tasks to facilitate the sales team's efficiency.

Job Offer

- Opportunities for career advancement, training, and skill development.
- Join a collaborative team with a supportive company culture.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

スキル・資格

- Experience in a sales support or administrative role
 - Strong proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
 - Excellent organizational and time-management skills, with the ability to prioritize tasks effectively.
 - Strong communication and interpersonal skills, with a customer-focused mindset.
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会社説明

A global leader in industrial measurement technology, specializing in innovative solutions for pressure, temperature, and level measurement. With a strong presence in Japan, the company supports a wide range of industries by delivering high-quality products and reliable services tailored to meet local and global demands.