



PR/117811 | Sales Administrator

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1516303

業種

その他（メーカー）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年01月21日 10:32

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

****North England Opportunity****

Our client is looking for a Japanese Speaking Sales Administrator to join their dynamic team.

Company: Japanese manufacturing company

Position: Sales Administrator

Location: Glasgow (Onsite)

Salary: Approximately £30,000

Responsibilities:

- Provide comprehensive administrative support direct to the Business Development Director and the rest of the Sales Team through the preparation and distribution of documents, presentations, data and reports etc.
- Issue meeting invites and agendas, and circulate other information as required
- Provide general administrative support to the Sales team
- Act as a first point of contact for meeting visitors to the office
- Book meeting rooms as required and set up appropriately with adequate refreshments and office equipment
- Work with the Office Administrator to monitor stationery levels and replenish stock as appropriate
- Assist the Office Administrator with essential office tasks, ensuring office equipment is working, and small appliances are clean and functioning
- Obtain quotes and approval for the ordering of office equipment by liaising with relevant departments (i.e. Finance, IT etc.)
- Liaise with the office landlord/manager and reception concerning all facilities and maintenance matters
- Manage the Business Development Director's schedule and organise meetings and appointments as required
- Organise and book travel, transport and accommodation and prepare travel itineraries for the Business Development Director's business travel
- Manage and collate the Business Development Director's expenses by ensuring appropriate paperwork and receipts are obtained and expense claims are submitted in a timely manner
- Cover the Office Administrator during periods of annual leave and support the Chairman with his schedule, travel arrangements and expenses
- Ad-hoc administrative tasks as required

Requirements:

- Fluent English, Japanese
- Proven experience in Administrative role
- Other skills: Word, Power point, Excel
- Eligible to work in UK without restriction

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK
#cityglasgow

会社説明