



## PR/086594 | Inside Sales Representative

### 募集職種

#### 人材紹介会社

JAC Recruitment USA

#### 求人ID

1523514

#### 業種

その他（コンサルティング・土業）

#### 雇用形態

正社員

#### 勤務地

アメリカ合衆国

#### 給与

経験考慮の上、応相談

#### 更新日

2025年02月25日 10:34

### 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

Japanese manufacturing and distribution company (fire protection industry) is seeking an International Sales Representative to join their team! This position is responsible for processing orders received from customers, keeping inventories, keeping the daily A/R accounts status up to date, building and maintaining good relationships with customers, and introducing new products to increase sales from existing customers.

#### Job Duties:

- Handles order taking, processing, and invoicing
- Prepares shipping documents and schedules shipment pick-ups
- Enters new customer data and other sales data to accounting software
- Quotes prices and credit terms and prepares sales contracts for orders obtained

- Process credit applications received from customers to set up credit terms
- Reviews and manages A/R status and communicates with customers to collect pending payments
- Assists in issuing purchase orders and placing new orders for non-stock products

Qualifications/Skills:

- Bachelor's degree or equivalent combination of education and experience
- 3-5 years of office or related experience
- Accurate and detail oriented
  
- Excellent verbal and written communication skills
  
- Proficient with Microsoft Office Suite or related software
  
- Must be able to legally work in the U.S. without any visa support

#LI-JACUS

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会社説明