

## Commercial Account Co-ordinator Position

<u>仕事ID:</u>	37980
<u>職種タイトル:</u>	Commercial Account Co-ordinator Position
<u>企業名:</u>	Boyd & Moore Executive Search
<u>仕事の形態:</u>	正社員
<u>部署名:</u>	Sales
<u>勤務地:</u>	Kojimachi, 東京都
<u>給与:</u>	450万円? 固定給+ボーナス
<u>最終更新日:</u>	2008年08月05日
<u>職務経験:</u>	3年以上
<u>英語レベル:</u>	流暢
<u>日本語レベル:</u>	ネイティブ
<u>最終学歴:</u>	短大卒：準学士号
<u>現在のビザ:</u>	日本での就労許可：有
<u>スキル・資格:</u>	<p>Qualification:</p> <p>The ideal candidate will be confident, have previous experience in a customer support role and be enthusiastic and determined to go the extra mile to achieve results. They will be computer literate, an excellent team player and highly methodical in organising and prioritising work.</p> <p>&amp;middledot; The candidate is expected to represent the company through customer facing meetings and therefore needs to be confident and have strong presentation skills.</p> <p>&amp;middledot; A good understanding of Microsoft Office applications, particularly Excel, PowerPoint and Word is essential.</p> <p>&amp;middledot; Experience of Oracle or similar ERP system would be a distinct advantage.</p> <p>Required:</p> <p>&amp;middledot; Attention to detail</p> <p>&amp;middledot; Ability to multitask</p> <p>&amp;middledot; Experience of a customer facing role</p> <p>&amp;middledot; Good communication skills at all levels</p> <p>&amp;middledot; Ability to work under pressure</p> <p>Desired:</p> <p>&amp;middledot; Commercial experience in a manufacturing environment</p> <p>&amp;middledot; Graduate level qualification</p> <p>&amp;middledot; Language skills</p>
<u>募集要項:</u>	<p>Responsibilities:</p> <p>Customer:</p> <p>&amp;middledot; Liaising with Distributors and Direct accounts on a daily basis for a variety of customer related activities, including: customer enquiries; order processing;</p>

reports; and quotations, whilst delivering outstanding customer support at all times.

- Pro-actively manage re-sale and inventory, issuing reports and monitor forecast data, and follow up internal stakeholders, as appropriate.

- Manage individual distributor or rep area on Company Support.

- Ensure the timely placing of orders to meet Company lead times and where appropriate ensure distributor stock levels meet the Company requirements.

Cross Departmental:

- Working with Logistics and Planning teams on product availability and shipping issues together with Commercial Office for demand management issues.

- Liaise with Marketing with regard to new product introduction, sampling and development products.

- Working with Finance on credit control account management; credit notes, pricing checks, setting up accounts, credit reports and credit balance management.

- Co-ordinating RMAs, Q.A issues, customer audits and technical support.

Sales & Commercial:

- Supporting Regional Sales Managers with regard to customer activity reports, billings/bookings reports, commission requests, etc.

- Manage Company Support end customer web registration requests, sales leads and customer queries.

- Ensuring high quality back up support to the team in their absence.

- Manage standalone customer and commercial related projects, as required.

#### 会社紹介:

Boyd & Moore Executive Search (BMES) is a high-growth, Ginza-based search firm. We provide senior executive and management-level recruiting services in Japan and other Asia Regional markets. Our team of recruiting professionals has extensive experience recruiting for multinational corporations and professional service organizations in a range of vertical markets within the Technology, Pharmaceutical/Medical, Financial, and Professional Service sectors.

BMES has been instrumental in helping numerous US, European, and Asian-based companies establish or grow their position in the Japanese marketplace. Because we have one of the most extensive networks of professionals in Japan, we are able to give our clients their most valuable competitive advantage: fast access to the most highly qualified candidates in the region.

BMES have expertise in four sectors, including Technology, Life Sciences, Finance, and Professional Services. Our client base is predominantly non-Japanese, and each of our search consultants either has or will develop particular expertise and focus in at least one of the above sectors.