



Sales Planning & Sale Team Assistant Exclusive job

Famous medical device company

Job Information

Recruiter

en world Japan K.K

Hiring Company

Global medical device company

Job ID

1178362

Division

Sales division

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 5.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

May 29th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

営業本部、National Sales Managerのサポート（営業アシスタントとの連携）
目標数字の設定サポートや管理
データ作成、管理サポート

経費管理、サポート

各種申請登録（ワークフローなど）各支店の営業アシスタントとの関係を築いていただき、より申請登録作業を円滑にしてくれる人材

在庫管理

症例サポートの管理、サポート

クォーターごとのインセンティブ管理窓口

セールスフォースの活用促進、資料作成

様々な重要情報を管理やサポートをしていただく

（その都度、必要に応じてプラスさせていただきます）

Required Skills

エクセル、ワード、パワーポイント、その他 PCスキル

医療業界経験があれば、理想的。

数字その他の管理経験あり。

Company Description**About en world**

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.

<http://enworld.com/jp-en>

[Tokyo Office]

12F Tokyo Square Garden 3-1-1 Kyobashi, Chuo-ku Tokyo 104-0031

TEL: 03-4578-3500

[Osaka Office]

4F Maruito Nishiameda Building, 3-3-45 Umeda, Kita-ku, Osaka-shi, Osaka 530-0001

TEL: 06-7777-1350

[Nagoya Office]

8F RICCO Sakae, 3-14-7 Sakae, Naka-ku, Nagoya 460-0008

TEL: 052-990-2060