



## 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**

December 26th, 2025 15:01

### 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）

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## 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。

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## 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 Nishiumeda 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