



## Order Management Specialist at Global Software Company

Voted as one of the best place to work

### Job Information

**Recruiter**

en world Japan K.K

**Hiring Company**

Global software company specialised for manufacturing industry

**Job ID**

1297844

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 4.5 million yen

**Hourly Rate**

1950

**Refreshed**

April 27th, 2024 05:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Entry Level

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

The company is a leader in design software for the manufacturing industry and has been voted as one the best employer globally. The company provides good work-life balance with no overtime, good training methods, career growth and overall nice team and working atmosphere.

- Order management and order processing
- Checking order documentation

- Answering customer inquiries for orders, B2C and B2B
  - Registering customer information
  - Involved in user acceptance testing for system enhancement
  - Training for internal/external distributors
  - Data entry with ERP
  - Involved in project as a core member working closely with other teams and globally
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## Required Skills

- Sales assistant, order management, or administrative experience
  - Good level of Excel
  - Knowledge of manufacturing industry would be an advantage
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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.

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