



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

October 26th, 2024 01:00

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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