



Customer Service Staff/カスタマーサービス スタッフ

For a famous American Fashion Brand

Job Information

Recruiter

Ascent Global Partners

Job ID

1457702

Industry

Apparel, Fashion

Company Type

International Company

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

Mon~Fri, 10:00~18:30 (60-minute break)

Holidays

Saturdays, Sundays, national holidays, year-end and New Year

Refreshed

May 16th, 2024 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Actual working 7 hours 30 minutes (overtime about 5 hours per month, subject to change depending on the season)

Work start date: Negotiable

Responsibilities:

Order entry, sales, and return input using ERP

Order management in Excel Responding to customer calls

Create master registrant

Document creation

Sales Support Complaint handling

Annual salary: Annual salary divided into 12 installments and paid monthly

Overtime allowance: Included in the above monthly amount (35 hours)

Commuting allowance: 1-month commuter allowance (up to 50,000 yen/month)

Bonuses: Paid once a year in February based on performance.

Required Skills

Required Experience:

- At least 3 years of clerical experience
- Experience ERP input experience

Required Skills:

- Excel (Basic Functions, VLOOKUP, Pipot, IF...)
- Word (Input, Insert Shape...)
- PP (input correction...)
- If you can speak English, apparel experience is a plus

Company Description