

MichaelPage

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SALES SUPPORT Position at Global LOGISTICS Company!**SALES SUPPORT - Global LOGISTICS Company****Job Information****Recruiter**

Michael Page

Job ID

1535153

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Refreshed

April 28th, 2025 16:00

General Requirements**Career Level**

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

The Sales Support Assistant Manager/Supervisor role is a key position that ensures smooth operation within the Transport & Distribution industry by providing exceptional customer service support. The role involves managing processes, resolving problems, and creating an environment that fosters growth and customer satisfaction.

Client Details

Our client is a well-established global organization within the global logistics industry. They boast a vast network that stretches across the globe and are recognized as a market leader in providing innovative and customized logistics solutions.

Description

- Support sales staff with things such as preparation of sales materials (service details, performance data, etc.)
- Respond to inquiries from customers (via telephone and e-mail, including asking for details when preparing quotations and providing guidance after signature of contracts).
- Gather information on existing and prospective customers.
- Conduct regular meetings with the team to discuss performance and address any issues.
- Monitor and report on sales support performance.
- Implement necessary changes and improvements in sales support processes.

Job Offer

- Opportunities for professional growth and career advancement within the company.
- A supportive and inclusive work environment.
- Good work-life balance.

Join our team and contribute to our ongoing success while developing your skills in a thriving industry. Apply now to embark on a rewarding career journey with us.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

Required Skills

A successful Sales Support Candidate should have:

- Customer service experience, ideally but not limited to forwarding companies.
- Ideal if experience in overseas sales administration at trading company
- Microsoft Office skills (Excel, Word, PPT)
- Fluent level of English and Japanese
- Excellent problem-solving abilities and a customer-focused approach.

Company Description

A well-established global organization within the global logistics industry. They boast a vast network that stretches across the globe and are recognized as a market leader in providing innovative and customized logistics solutions.