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## Sales Support - Global LOGISTICS Company!

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1543181

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 6 million yen

**Refreshed**

June 1st, 2025 11:50

#### 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 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.

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## 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.

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## 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.