

Over 32 Locations Globally

Job Information

Hiring Company

TransPak Japan GK

Job ID

1556514

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Chiba Prefecture, Ka-shi Wa-shi

Train Description

Tsukuba Express, Kashiwa Tanaka Station

Salary

3 million yen ~ 4 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

November 6th, 2025 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Other Language

Chinese (Mandarin) - Business Level

Mandarin not required but would be a plus

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Who We Are:

Originally founded in Silicon Valley, USA in 1952, we've been a private, family-owned and operated business since 1969. We are humbled by the long-term relationships with our

customers, earned through the packaging solutions we offer, including design, engineering, testing, manufacturing, and fulfillment of custom and stock packaging

Job Title: Sales Support / Office Administrator - Transpak Japan

Job Summary:

We are seeking a detail-oriented and proactive professional to provide essential sales support while ensuring the smooth day-to-day operations of our Japan office. In this role, you will act as a key link between clients, internal teams, and international partners, helping to drive projects forward and support business growth. The position offers a mix of client-facing opportunities, administrative responsibilities, and the chance to contribute to both operational efficiency and the success of our sales initiatives.

Annual Salary:

3 million to 4 million Japanese yen.

Responsibilities and Duties:

Sales Support Role

- Coordinate internal and external stakeholders, both local and international, to arrange and manage projects from clients.
- Collaborate with branches, team members, and partner companies in various countries to execute projects and meet customer needs.
- Create quotations, input data into the system, and prepare or process invoices.
- Provide timely updates on project progress to the sales manager.
- · Stay informed about industry trends, competitor activities, and market developments to support business growth.
- Represent Transpak at client meetings or industry events when required.

Office Administrator Role

- Manage office supplies and equipment, and handle inquiries about facility issues.
- Prepare and manage documents, such as meeting minutes and reports.
- · Input sales and customer data.
- Handle phone and email correspondence and serve as the first point of contact for inquiries.

Required Skills

Requirements:

- 1.A bachelor's degree in business administration, Office Management, or a related field is preferred.
- 2. Proven experience in customer service, sales support/sales admin, or office support role.
- 3.Strong organizational and multitasking skills with attention to detail.
- 4. Proficiency in handling office software and tools, such as MS Office.
- 5. Native level Japanese. Business level Chinese preferred.
- 6. Willingness to travel domestically and internationally as needed.

Company Description