



【MNC | New Facility】 Sales Support / Office Administrator  Exclusive job

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

January 8th, 2026 09:00

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