

**【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**

December 18th, 2025 07:00

**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.

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**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.

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**Company Description**