



PR/086951 | Japanese Bilingual Sales Assistant

Job Information

Recruiter

JAC Recruitment USA

Job ID

1559981

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

November 26th, 2025 08:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Sales Assistant -Japanese Bilingual

Hybrid in Santa Ana, CA (2–3 days per week in office, remaining days remote.)

Position overview

A semiconductor company is seeking a bilingual Sales Assistant to support a sales team. This role is responsible for processing purchase orders (POs), managing shipment coordination, and handling customer communication. While customers are 100% based in the U.S. (English communication), frequent interaction with our Japan headquarters and factories (mainly via email in Japanese) is also required. The ideal candidate is detail-oriented, organized, and comfortable working in both English and Japanese.

Key responsibilities

- Process and manage purchase orders (POs) received by the sales team.
- Coordinate shipment processing and related documentation.
- Communicate with customers regarding PO and shipment status, accounts receivable, and related matters (primarily in English).
- Communicate with Japanese headquarters and factories regarding orders, shipments, and other operational issues (primarily in Japanese, via email).
- Use OMS (Order Management System) for processing and tracking.

- Handle transactions and data input through customer portals as needed.
- Support sales reporting and data management using Excel, Word, and other Microsoft Office tools.
- Assist with Salesforce operations (experience preferred).
- Provide administrative support for various ad-hoc tasks as required.

Required Qualifications

- Language Skills: Business-level proficiency in both English and Japanese (reading, writing, and email correspondence required).
- Technical Skills: Proficiency in Microsoft Excel and Word (mandatory).
- Experience with OMS or similar order management systems preferred.
- Salesforce experience a plus.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- Prior experience in inside sales, customer support, or sales assistant roles preferred.

Salary & Benefits

- Base USD 22-30/hour (DOE)
- Medical, Dental, Vision, Life and AD&D Insurance
- Paid Holidays & Vacation
- 401(k)

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Company Description