



## Sales Operation Assistant Manager@スイス発の老舗アウトドアブランド

スイス発のアウトドアブランド ◆ 赤いサークルに象牙を生やしたマンモスマークが特徴 ◆

### Job Information

**Hiring Company**

MAMMUT SPORTS GROUP JAPAN

**Job ID**

1560212

**Industry**

Other (Manufacturing)

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

(Almost) All Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Train Description**

Chiyoda Line, Meiji Jingumae Station

**Salary**

4 million yen ~ 6 million yen

**Work Hours**

所定労働時間9:30-18:30（休憩60分） 8時間勤務 ・ フレックスタイム制（コアタイム10:00-16:00）

**Holidays**

土日祝日休み、完全週休二日制

**Refreshed**

October 6th, 2025 11:25

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Responsibilities / Duties**

- Handle order process and data entry  
Both B2B and D2C, order entry process and input are done through D365
- Manage outbound process with 3PL  
Execute the associated tasks related to product shipment in cooperation with the warehouse \*tagging etc.
- Optimize delivery schedule  
To distribute the right product at the right time, communicate with related teams (internal sales team, MD team etc.) and execute a delivery plan.
- Team leading  
Lead and supervise a small team within the sales operation team.  
Providing guidance, training and performance feedback.

#### 選考プロセス

書類選考→オリジナル試験1回・面接(1-2回)→内定

※面接は全て弊社オフィスでの対面で実施

---

#### 雇用条件

勤務地 東京都渋谷区神宮前

給与 年収400～600万（基本給＋固定残業手当35時間＋ボーナス）

勤務時間 フレックスタイム制（コアタイム10:00-16:00） 8時間勤務

福利厚生 24時間補償の任意労災保険あり、自社クライミングジム利用無料、登山等のレクリエーション支援制度、社員割引購入制度、資格取得支援制度、慶弔金、退職金など

---

#### Required Skills

##### Key requirements / Minimum qualifications

- Experience in Sales Administration +5 years
- English skill plus
- People management experience is plus
- Accuracy and attention to detail in administrative work
- Experience in the Outdoor / apparel industry a plus
- Experience and knowledge in ERP / WMS
- Analytical and problem-solving skills
- Excellent interpersonal and communication skills to deal with partners, both internal and external
- Motivated, team player and self-starter with a can-do attitude

##### Personal

- Professional attitude
- Problem-solving oriented
- Good communicator, integrative and team player
- Strategic and logical thinking
- Highly organized and detail-oriented
- Integrity

##### Software

- Basic PC skills (Microsoft Office Excel, Word, Email etc.)
- Familiarity with Excel functions (e.g. VLOOKUP, SUMIF) is a plus
- Ability to communicate in English (read/write) is considered a strong advantage.

---

#### Company Description