

Michael Page

www.michaelpage.co.jp

## Sales Support - A Global Audio Technology Brand

### Sales Support - Global Audio Technology

#### Job Information

**Recruiter**[Michael Page](#)**Job ID**

1560669

**Industry**

Retail

**Company Type**

Small/Medium Company (300 employees or less)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 7 million yen

**Refreshed**

October 6th, 2025 11:45

#### General Requirements

**Minimum Experience Level**

Over 1 year

**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

You will provide comprehensive operational and administrative support across sales, marketing, and market development, including tasks such as quotations, logistics coordination, reporting, and data analysis. This role also involves maintaining pricing and market insights, supporting marketing events, optimising processes, and exhibiting cross-functional collaboration to drive business efficiency and growth.

#### Client Details

Join a global leader in audio technology, renowned for its professional-grade microphones, earphones, and audio solutions trusted by musicians, broadcasters, corporations, and institutions around the world. They are recognised for their innovation, uncompromising quality, and reliability, and their products are used everywhere from concert stages to corporate boardrooms.

**Description**

- Provide day-to-day operational support including quotations, logistics, invoicing, certifications, and event coordination
- Prepare regular sales reports, analyze data, and track account performance to support business decisions
- Manage local pricing files, market insights, and opportunity pipelines to drive business development
- Coordinate and track demo equipment, trade show assets, and loaner machines
- Aggregate and visualize partner sales data (e.g., via Power BI) for performance analysis
- Support marketing initiatives such as lead management, workshops, and promotional events
- Streamline administrative processes and enhance cross-functional collaboration

**Job Offer**

- Work with products recognized for their unmatched quality and innovation, setting the benchmark in the industry
- Benefit from a company culture that invests heavily in its people, offering strong learning & development opportunities
- Competitive benefits package and a supportive environment that encourages personal growth and career progression

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayumi Nandinzurkh on +81366276128.

---

**Required Skills**

- Junior college/vocational school graduate or equivalent knowledge
- 3+ years of relevant work experience
- Proficiency in SAP BW, Salesforce, and strong Microsoft Office (Excel advanced level)
- Strong analytical, numerical, and problem-solving skills with attention to detail
- Ability to manage multiple tasks effectively; self-starter with a flexible and proactive mindset
- Good written English for email communication; basic spoken English acceptable
- Team-oriented, resourceful, and responsive with excellent interpersonal skills

---

**Company Description**

Join a global leader in audio technology, renowned for its professional-grade microphones, earphones, and audio solutions trusted by musicians, broadcasters, corporations, and institutions around the world. They are recognized for their innovation, uncompromising quality, and reliability, and their products are used everywhere from concert stages to corporate boardrooms.