



Sales Administrator

Job Information

Hiring Company

[Smith & Associates Far East Ltd.](#)

Job ID

1566366

Industry

Distribution

Job Type

Part-time

Location

Tokyo - Other Areas

Salary

Based on hourly rate ~ Negotiable, based on experience

Refreshed

April 20th, 2026 03:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Sales Administrator

Smith is currently looking for a sales administrator to support our trading team in Japan. As the world's leading independent electronics distributor, the successful applicant will play a significant role in Smith's day to day operations as a market leading expert on global electronics sourcing, logistics and distribution.

With Smith's major operation expansion within Asia, we are looking for talented individuals who are driven and self-motivated. Our sales administrator do not just play a support role – training and support from the management team will give value to all the tasks done.

Key Responsibilities

- Provide administration support to trading (sales and purchases) teams
- Data entries for sales and purchases systems
- Updating and maintaining trading systems
- Preparation of daily, bi-monthly, and monthly reports
- Travel arrangement

- Any ad hoc projects

Required Skills

- Degree holder with around 1-2 years' working experience in sizeable & multi-cultural organizations (fresh graduates are welcome)
- Good PC skills, including Chinese word processing, MS Word, Excel and Powerpoint
- Well-organized, detail-minded, proactive, self-motivated with good interpersonal skill
- Mature, pleasant, responsible & self-discipline
- Ability to handle work independently, structurally, systematically, and in a fast pace environment
- Good team player
- Good command of both spoken and written English

About Smith

Founded in 1984, Smith is a global distributor of semiconductors and electronic components and a trusted provider of efficiency-enhancing supply chain services to electronics and high-tech manufacturers. Smith's investment in advanced in-house labs, a highly trained professional team, and strategically located global support centers offers our partners complete sourcing, inventory management solutions, cost-saving program, and more.

A privately held company, Smith employs more than 500 people worldwide, with over \$800 million in sales annually. Smith's regional hubs in Houston, Hong Kong, and Amsterdam are ISO-certified. In addition, sales and purchasing offices are located in Austin, Beijing, Silicon Valley, Guadalajara, New York, Shanghai, Shenzhen, Seoul, Taipei, Penang, Cluj-Napoca, Munich, and Bangalore.

Company Description