

「プロだからわかる、あなたのスキルが活躍の場所」
60以上の業界・職種に特化した専門チームがサポート

Robert—
—Walters

【英語を活かす】注文管理担当者/ Order Management Representative

ソフトウェアソリューション企業にて、注文管理担当者の求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

ソフトウェアソリューション企業

Job ID

1568822

Industry

Software

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

4 million yen ~ 6.5 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

February 20th, 2026 07:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

An international software solutions company is looking for an Order Management Representative. The selected candidate will process customer orders, ensure policy compliance, and coordinate with internal teams to support smooth order fulfillment.

A leading global provider of advanced engineering and geospatial software solutions, the company empowers businesses with innovative technologies that enhance safety, productivity, and operational efficiency. With a strong reputation for technical excellence and long-term career development, it offers professionals the opportunity to work on impactful projects that shape the future of infrastructure and digital transformation.

Keywords:

受注管理, 顧客サービス, セールスサポート, エクスポートチェック, 在庫管理, 請求処理, 社内調整, 求人, 外資系

Job Ref: UVZM04

Responsibilities:

- Ensure pricing, quantities, and terms comply with business policies
- Process orders through to invoice billing
- Coordinate with internal departments on order status, shipping schedules, pricing, product availability, and software licensing
- Follow corporate export policies, including Export Screening and Export Checklist processing
- Maintain detailed sales records for audit compliance
- Collaborate with senior team members to resolve complex issues
- Apply advanced knowledge across required tasks, processes, and procedures

Requirements:

- More than 3 years of sales support, customer administration, or customer service experience
- Team player, self-starter, and self-learner
- Willingness to help and collaborate
- Native level Japanese; business level English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.