



## Sales Assistant / Sales Support

**A Hong Kong-listed global company**

### Job Information

**Hiring Company**

Pico Global Services Ltd.

**Job ID**

1572620

**Industry**

Other (Advertising, PR, Media)

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

4 million yen ~ 5 million yen

**Work Hours**

9:00–18:00 (Full flextime, no core hours)

**Holidays**

In accordance with company regulations

**Refreshed**

February 9th, 2026 04:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

**«Job Description & Position Highlights»**

- Support roles handling customer interactions, proposal creation, and project progress management to back up sales activities
- Contribute to maximizing sales results from behind the scenes and supporting the success of global projects
- Work directly under executive leadership to gain high-level business experience and growth opportunities

- Flexible working environment with full flex hours and the freedom characteristic of foreign companies

#### **[Job Responsibilities]**

This role directly supports the sales team in driving business opportunities by managing client communication, preparing proposals and quotations, tracking pipeline status, and coordinating project delivery.

#### **■Responsibilities :**

<Sales-Focused Responsibilities>

- Support sales team in client communication and follow-ups
- Manage sales pipeline and update CRM data accurately
- Support preparation of proposals, quotations, pitch decks
- Assist sales members in lead tracking and opportunity development
- Join internal briefings and assist in coordinating client requirements

<Project & Operations Support>

- Coordinate schedules for client meetings, events, and delivery timelines
- Liaise with vendors for quotations, orders, and delivery
- Prepare project-related documents (PO, contracts, delivery forms)
- Track cost estimates, billing schedules, and invoicing status

<Light Administrative Support>

- Travel and expense coordination for sales members
- General coordination and administrative tasks as needed

#### **■Reports to :**

Vice President or Executive Director

#### **■Career Path :**

Potential career growth to Senior Sales Coordinator or Sales Admin Manager

#### **■About Us :**

Pico Group is a Hong Kong-listed global organization with offices in 36 cities worldwide. Pico Japan supports multinational and domestic clients in exhibitions, brand activation, retail and digital solutions.

#### **[Employment Type]**

Full-time permanent

#### **[Salary]**

Annual salary: JPY 4.0M–4.8M (depending on experience)

■Bonus: company scheme, historically near-fixed (~2 months)

#### **[Working Hours]**

9:00–18:00 (Full flextime, no core hours)

#### **[Work Location]**

Tokyo Office

※Telework system available (this position mainly onsite)

#### **[Holidays & Leave]**

- Year-end and New Year holidays

#### **[Benefits & Welfare]**

- Transportation allowance
- Social insurance coverage

## Required Skills

#### **[Requirements]**

- 3+ years of experience in sales support or client-facing coordination
- Native-level Japanese, business-level English
- Strong communication and relationship-building skills
- High proficiency in Excel, PowerPoint, CRM tools
- Ability to multitask in a fast-paced environment
- Experience in advertising, events, or creative industries is a strong plus

## Company Description