



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

March 2nd, 2026 00:00

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