



## Marketing & Sales Assistant/マーケティング&セールスアシスタント Exclusive job

海外と日々つながる刺激的環境！営業×オペで市場価値UP

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1579459

**Industry**

General Import, Export

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 6 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

July 12th, 2026 02:00

### General Requirements

**Career Level**

Entry Level

**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

**osition: Marketing & Sales Assistant**

Location: Tokyo, Japan

### Role Overview

A global company in the container leasing and logistics sector is seeking a Marketing & Sales Assistant to provide vital support to its leasing and sales teams. This role requires close coordination with customers, depots, service providers, and internal stakeholders both domestically and internationally.

The successful candidate will serve as a primary contact for operational and administrative matters, handling inquiries related to container availability, repairs, transportation, documentation, and billing. Strong communication skills, attention to detail, and the ability to respond efficiently in a fast-paced environment are essential.

### **Key Responsibilities**

#### Marketing & Sales Support

- Respond to customer inquiries in Japanese regarding bookings, sales orders, availability, technical specifications, outstanding bookings, and invoicing matters (with support from operations, account managers, or technical teams when necessary)
- Enter contract information into the internal contract management system
- Prepare and submit “Youtogai Shinsei” (special usage application) documentation to Japanese Customs upon request
- Arrange “Kanrisha Henkou” (change of registered manager) documentation for submission to Japanese Customs
- Provide customer service support to leasing and trading customers in Japanese, including depot details, pick-up and redelivery arrangements, and timing coordination
- Monitor open bookings and proactively follow up with customers
- Support additional projects and ad hoc tasks as assigned

#### Operations Support

- Maintain close daily communication and working relationships with depot representatives
- Handle operational inquiries from Japanese depots in Japanese
- Coordinate local trucking (drayage) with transportation providers
- Arrange empty container repositioning and prepare related shipping documentation
- Manage redelivery processes, including preparation of delivery documentation in Japanese
- Issue manual invoices related to Japanese consumption tax on repair costs using the internal billing system
- Process manual invoices for depots, trucking providers, and survey companies within the internal system
- Assist with accounting-related and general office administrative tasks as needed

### **Qualifications and Requirements**

- Bachelor's degree or equivalent experience preferred, ideally in logistics, shipping, or the container leasing industry
- Basic understanding of the container or shipping industry, or strong interest and willingness to learn
- Fluency in both Japanese and English (written and verbal)
- Strong administrative capabilities and proficiency in Microsoft Office applications, particularly Excel
- High level of accuracy and attention to detail
- Self-driven, proactive, and able to maintain a positive attitude in a dynamic environment
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines under time pressure
- Strong interpersonal skills with the ability to build and maintain professional relationships with customers and vendors
- Team-oriented with strong communication and presentation skills
- Must be located within commuting distance of the Tokyo office
- Applicants must have valid work authorization in Japan. Visa sponsorship is not available for this position.

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### Company Description