



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

May 17th, 2026 03:00

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.

Company Description