



PR/118451 | (Japanese Speaking) ORDER ADMINISTRATOR / BACK-OFFICE SUPPORT

Job Information

Recruiter

JAC Recruitment UK

Job ID

1579720

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

February 24th, 2026 10:17

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese Manufacturing Company

Position: (Japanese Speaking) ORDER ADMINISTRATOR/BACK-OFFICE SUPPORT

Location: South West London (Hybrid-working)

Salary: £25-28k

Job Responsibilities

- Oversee and manage the order administration process for assigned customer accounts.
- Enter sales and purchase orders into the internal system and maintain all related files, databases, and records as needed.
- Verify product pricing to ensure accuracy.

- Create purchase orders for Head Office and external suppliers when required.
- Handle customer inquiries, order modifications, RDD updates, and any issues that arise, while providing customers with timely updates on order and delivery statuses.
- Process changes, corrections, and cancellations for customer orders.
- Track outstanding orders and follow up with Head Office and suppliers to ensure timely progress.
- Prepare and manage forecasts and order schedules by collecting necessary data from customers, including information available on their websites.
- Coordinate with suppliers, the sales team, and the shipping department regarding delivery dates and any delivery-related issues, ensuring customers and relevant staff are consistently informed.
- Perform other general administrative and clerical duties as requested.

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK

#NT

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description