
Sales Support Manager/ セールスサポートマネジャー（変性プラスチック） - 東京

高待遇、昇進、成長

Job Information

Recruiter

[The SuperTalent Company Ltd \(Superstars\)](#)

Hiring Company

Global Supplier of Advanced Materials

Job ID

1580166

Division

Sales/Chemical/Life Science

Industry

Chemical, Raw Materials

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 11 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

April 27th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

***For any inquiry about this position before applying from CareerCross, please contact 「 pavlo@gosuperstars.com 」 .**

My client is based in Tokyo and they are globally preeminent supplier of advanced materials. Based on research, manufacture, sales and services of innovative materials, they provide new solutions to create a safer, more comfortable and convenient life.

With its good environmental friendliness and excellent performance, their materials are exported to over 130 countries and regions, serving more than 1,000 well-known companies around the world.

They committed to solve the increasingly serious environmental problems our planet is facing, and they are following the principles of sustainable development, eager to find a balance between economic, environmental and social sustainability.

They are looking for a Japan Sales Support Manager who will be responsible for:

- The sales team daily business data statistics, collation and analysis, support monthly, quarterly performance tracking, assessment and settlement work; As a communication window between the sales team and internal departments (such as finance, supply chain, products, legal, etc.), responsible for business coordination, information transmission and matter follow-up;
- Responsible for collecting and sorting product issues and customer feedback submitted by the sales team, coordinating with relevant departments to promote problem solving and conduct closed-loop follow-up; Cooperate with sales team to complete contract management, including contract process promotion, internal approval, system entry, filing management and related marketing support;
- Provide daily operational support to the sales team, including data preparation, process coordination, system support and other support work; Assist in optimizing sales support and business processes to improve the overall operational efficiency of the sales team; Complete other related work assigned by superior.

Required Skills

Requirements:

- 3-5 years experience in Japan-based sales support / sales operations / business support / customer support within the Life Science/Semiconductor/Chemical or related industry.
- Proficient in Excel (data statistics, consolidation and basic analysis); able to handle daily business-data tasks.
- Strong cross-department communication and coordination skills; can interface with sales teams and internal stakeholders.
- Detail-oriented, highly responsible, capable of multi-tasking and meeting deadlines.
- Basic understanding of contract workflows; able to assist in contract management, internal approvals and system operations.

Preferred Qualifications

- Bachelor's degree or above, any major

Company Description