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## 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

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高待遇、昇進、成長

### Job Information

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**Recruiter**

The SuperTalent Company Ltd (Superstars)

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**Hiring Company**

Global Supplier of Advanced Materials

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**Job ID**

1580166

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**Division**

Sales/Chemical/Life Science

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**Industry**

Chemical, Raw Materials

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**Company Type**

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

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**Job Type**

Permanent Full-time

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**Location**

Tokyo - 23 Wards

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**Salary**

7 million yen ~ 11 million yen

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**Salary Bonuses**

Bonuses paid on top of indicated salary.

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**Refreshed**

June 8th, 2026 04:00

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### General Requirements

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**Minimum Experience Level**

Over 3 years

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**Career Level**

Mid Career

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**Minimum English Level**

Daily Conversation

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**Minimum Japanese Level**

Fluent

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**Minimum Education Level**

Bachelor's Degree

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**Visa Status**

Permission to work in Japan required

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### 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.

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**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

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**Company Description**