



【在宅勤務可能】営業アシスタント/セールスオペレーションアナリスト（産業機器業界）※バイリンガル人材向け

TE Connectivity Japan合同会社での募集です。フォーキャス...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

TE Connectivity Japan合同会社

Job ID

1581392

Industry

Electronics, Semiconductor

Company Type

International Company

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

5 million yen ~ 7 million yen

Work Hours

08:30 ~ 17:00

Holidays

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日 夏季休暇 ...

Refreshed

March 19th, 2026 04:00

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2357306】

The Sales Ops Analyst is responsible for S D （Ship Debit） daily operation data validation as well as enhancement and additional implementation. This position has direct contact with various stakeholders both internal and external （Distribution partners Pricing Sales etc.） and strong communication and business acumen and analytical / system skills are required.

S D implementation in Japan region (60%)

Training and communication with distributors on implementation of Ship and Debit program in Japan region.
 Manage end to end activities of distributor onboarding and implementation of S D for Japan distributors.
 Act as a liaison between Japanese speaking clients and internal teams.
 Facilitate clear and effective communication to resolve queries and align expectations.
 Translate project related documents presentations and communications from English to Japanese and vice versa.
 Provide real time interpretation during meetings calls and workshops. Ensure accuracy and cultural appropriateness in all translations.
 Assist in planning coordinating and executing project activities according to timelines and quality standards.
 Collaborate with cross functional teams to ensure project milestones are met.
 Prepare and maintain project documentation reports and status updates.

Maintain Daily Operation (20%)

Monitor weekly claim process perform claim review manual override and after posting reviews in ADR97 report pool reservation credit memo details etc.
 Manage S D mailboxes to answer questions from distributors help them submit and correct claims coordinate in special approval and manual credit memo issuance and prepare for weekly manual override etc.
 Timely adjustments to S D Policy to ensure accuracy and up to date esp. when there are changes
 Provide regular training to key stakeholders to ensure awareness and understanding of program
Data Validation (20%)
 Data validation for agreement details between GPMS and Vistex
 Invoice Pool management including pool adjustment pool consumption validation
 Design dashboard or report to facilitate data validation cross systems. Ability to effectively troubleshoot data inaccuracies identify root causes and take corrective action.
 Prepare manual data loading files by using the data collected from multiple sources

Required Skills

Bachelor's degree in Business Marketing Finance Economics or related fields with equivalent work experience in business
 Minimum of 5 years' experience in Customer Care or related functions with a strong background in customer communication and relationship management.
 2~5 years in project coordination implementation or related roles.
 Prior experience in translation or interpretation is a plus
 Proficiency in SAP (OTC) Excel (including formulas data linking and managing large data sets) and Datawarehouse (TED) .
 Experience in gathering data from multiple sources and conducting manual validations to ensure accuracy and completeness.
 Strong involvement in project related activities including issue identification timely resolution and effective coordination with distributors.
 Ability to schedule and lead follow up calls drive action items and ensure adherence to project Go Live timelines.

Communication Analytical Skills
 Excellent business facing communication skills with a passion for solving real time project challenges.
 Strong analytical and problem solving skills with the ability to assess situations identify improvement opportunities and propose actionable solutions.

Personal Attributes

Customer centric mindset.
 Results oriented and committed to delivering high quality outcomes.
 Collaborative team player with the ability to work effectively across functions.

Other Requirements

Ability to work in the APAC time zone.
 Native or near native proficiency in Japanese and strong command of English.

Company Description

コネクタ、コンタクト、スイッチ、アンテナ、センサ、各種プログラミングシステム、インターフェースユニット機器、ケーブル・アセンブリ、および、それに伴うマシンなどの製造・販売。リレー、コンタクト、トランスフォーマ、ノイズフィルタの販売。電気電子部品製造および販売