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## 【未経験歓迎 / グローバル環境】インサイドセールス

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#### Job Information

**Recruiter**[Michael Page](#)**Job ID**

1595617

**Industry**

Machinery

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Refreshed**

June 9th, 2026 14:31

#### General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

In this role, you will join the Inside Sales team, acting as a key point of contact and supporting the full sales cycle from inquiry handling through to order processing and after-sales coordination.

This is an excellent opportunity for someone who enjoys structured sales operations, customer communication, and working in a technical B2B environment.

#### 企業情報

We are a globally established manufacturer specializing in safety and industrial equipment used across energy, petrochemical, manufacturing, and engineering sectors.

With a strong international footprint, the company provides critical engineered solutions that help ensure operational safety, reliability, and compliance in high-risk industrial environments worldwide.

#### 職務内容

- Handle inbound customer inquiries via email and phone

- Prepare quotations, proposals, and product information for customers
- Manage order processing from entry through to delivery coordination
- Coordinate with production, logistics, and engineering teams
- Support field sales teams with sales documentation and customer follow-ups
- Maintain CRM and ensure accurate data management
- Communicate with overseas offices and suppliers when required
- Support after-sales service coordination and issue resolution

#### 条件・待遇

- Exposure to a global industrial safety leader
- Opportunity to work in a technical, high-impact industry
- Close collaboration with international teams
- Stable long-term career development opportunities
- Hands-on experience across the full sales cycle

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

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#### Required Skills

- Strong interest in Inside Sales
  - Strong communication and coordination skills
  - Ability to manage multiple tasks in a structured environment
  - Proficiency in Microsoft Office (Excel, Word, Outlook)
  - Business-level Japanese and English
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