



営業アシスタント

Vertiv Japan合同会社での募集です。 営業アシスタントのご経験のある...

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

Vertiv Japan合同会社

Job ID

1596930

Industry

Electronics, Semiconductor

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 6 million yen

Work Hours

08:45 ~ 17:45

Holidays

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 祝日 GW 年末年始

Refreshed

June 25th, 2026 08:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2387276】

- ・ Coordinate daily service schedules and assignments for Power and Thermal field engineers including planned preventive dispatch and corrective works on customer site.
- ・ Support Asia Service Administration (Manila) by preparing and submitting service transaction requests follow up on processing status and ensuring timely data updates in ERP/CRM.
- ・ Execute accurate and timely entry of service orders work completion records time sheets and related transaction documents in the company systems.

- Verify and prepare service paperwork for invoicing (e.g. work confirmation time logs service codes) and escalate discrepancies to Finance / Service Admin Lead (note: quotation preparation is not in scope) .
 - Act as the first point of contact for internal stakeholders (Sales FSEs Operations) for routine service admin queries; escalate complex issues to the Lead.
 - Monitor invoice team's regular invoices process and provide regular reports or alerts to the Service Admin Lead (e.g. missed overdue actions) .
 - Support continuous improvement by identifying recurring admin/process issues and suggesting practical fixes to the Service Admin Lead.
 - Contribute to onboarding and basic training of new Service Admins or temporary admin staff when required.
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Required Skills

- 2年以上の営業事務経験、工程管理等の経験
 - ERPシステムの使用経験
 - 英語ビジネスレベル
 - More than 2 years of relevant experience in service operations field coordination or back office support
 - Hands on experience with Any ERP system
 - Business level English Japanese
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Company Description

ご紹介時にご案内いたします