



PR/118559 | Sales Administrator (Japanese Speaking)

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1599829

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 4th, 2026 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are looking for someone who can provide essential organisational and operational support to ensure the smooth and efficient running of daily business activities. This role is responsible for managing office processes, maintaining accurate records, coordinating communication across teams, and supporting managers with administrative tasks. The sales administrator acts as a central point of contact for staff, clients, and external partners, ensuring high standards of professionalism and service.

Key Responsibilities

- Provide day-to-day administrative support to the sales team, ensuring smooth operations and timely follow-up with clients.
- Prepare accurate quotations, proposals, and sales documentation based on customer requirements.
- Generate weekly/monthly sales reports, dashboards, and forecasts for management.

- Cross-Functional Coordination — Liaise with logistics, finance, and operations teams to ensure accurate billing, delivery, and contract compliance.
- Documentation Control — Manage contracts and sales documentation with high attention to detail.
- Arrange meetings, prepare materials, and support team travel and expense coordination.
- Process Improvement

Skills & Competencies

- Strong organisational and time-management skills
- Excellent written and verbal communication
- High attention to detail and accuracy
- Ability to prioritise tasks and work independently
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Professional, approachable, and customer-focused
- Problem-solving mindset and willingness to take initiative

Unfortunately, no visa sponsorships are available.

I look forward to your application!

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description