

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
November 27th, 2026 12:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

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!

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Company Description