



Sales Assistant Exclusive job

Job Information

Recruiter

JAC International Co., Ltd.

Hiring Company

金融サービス業界 - JAC International.

Job ID

1607947

Division

Sales Department

Industry

Bank, Trust Bank

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

4 million yen ~ 8 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

September 1st, 2026 00:00

Application Deadline

September 30th, 2026

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Other Language

Portuguese - Business Level

Proficiency in Japanese, Portuguese or Spanish.

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description**Key Responsibilities:**

Administrative support: customer service, document preparation, data management.

Assistance in organizing and executing campaigns and events.

Ensuring compliance with internal policies and secure information management.

Recommending products and services based on client needs.

Monitoring KPIs and preparing operational reports.

Required Skills**Must have:**

Fluent Japanese & Portuguese/Spanish (either language accepted).

Welcome experience:

Experience in customer service or administrative roles (preferably in the financial sector).

Knowledge of banking operations and financial products.

Proficiency in Microsoft Office (Word, Excel, PowerPoint).

Bachelor's degree in Business Administration, Economics or related fields.

Brazilian investment certifications (CPA-20, CEA, CFP or equivalents).

Required Competencies:

Excellent verbal and written communication skills.

Customer focus and interpersonal abilities.

Proactivity, flexibility, and problem-solving skills.

Strong ethical standards and responsibility in handling confidential information.

Company Description