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JAC Recruitment USA

## PR/087599 | Retail Sales Assistant

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1609318

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

August 25th, 2026 10:49

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**POSITION SUMMARY**

Major food manufacturer is seeking a Retail Sales Assistant in Torrance, CA. This position supports the Retail Sales team through customer service, reporting, sales administration, inventory coordination, and retail event support while working closely with customers and internal teams. Business-level Japanese is preferred but not required

**RESPONSIBILITIES**

- Support the Retail Sales team with administrative tasks, reporting, and customer communication.
- Prepare Excel reports, analyze sales data, and assist with PowerPoint presentations.
- Coordinate orders, inventory updates, product samples, meetings, and store demonstrations.
- Provide excellent customer service by responding to inquiries and resolving issues in a timely manner.
- Assist with retail events, trade shows, and special projects as needed.

## QUALIFICATIONS

- Bachelor's degree or equivalent work experience preferred.
- Strong Excel, PowerPoint, and overall Microsoft Office skills.
- Excellent communication, customer service, and organizational skills.
- Detail-oriented with strong analytical and problem-solving abilities.
- Experience in retail, food & beverage, CPG, or related industries is a plus.
- Appreciation for Japanese culture preferred.
- Business-level Japanese is preferred but not required.

SALARY USD 20.00 - 24.00/Hour (DOE)

LOCATION Torrance, CA

WORK STYLE Onsite

## BENEFITS

- Health, Dental, and Vision insurance
- Paid time off, paid sick leave and Paid holidays
- 401(k)

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## Company Description