



PR/118773 | Sales Administrator

Job Information

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

1614603

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:35

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

British Japanese Food Company

Sales Admin at Acton Office

Salary: from 30K GBP

Working Hours

8:30 – 17:30 (1-hour unpaid lunch break)

Specific Roles

Sales Order Processing and Customer Service

- Enter and process sales orders for all customers, liaising with logistics warehouses in the UK and the Netherlands, and issue final invoices upon receipt of CMR
- Prepare and completion of all documentation needed for customs (COA, Export Certificate, Health Certificates, etc)
- Completion of product forms/ promotion forms except for quality-related information
- Maintenance of clear records for each customer file, internal and customer's systems, updating any changes to individual procedures
- Respond to various enquiries from customers
- Ensure compliance with export and international trade requirement
- Assisting sales managers when needed
- Monitor payment status for pending orders with payment issues

Logistics arrangement

- Daily communication with our warehouses and troubleshooting logistic/supply problems
- Coordination with sales team re allocation of stock if shortage occurs, and set up rationing plan
- Working closely with our current transport companies, to ensure that deliveries are made on time and in full.
- Comply with customer-specific Incoterms requirements.

Essential Requirement

- Fluent written & spoken English
- Previous experience of administration work
- Friendly and positive with customers
- Proactive problem solver
- Excellent communication skills and flexible thinking

Additional Requirement

- Fluent written & spoken Japanese, other languages desirable
- Experience handling complex export documentation.

Benefit

- 28 days of holidays (including bank holidays) increasing with service
- Purchase of their products at 50% discount from retail price
- Auto Enrolment Company Pension Plan
- A bonus may be paid to all team members annually, based on the profitability of the company.
- Cooking facility to prepare lunches

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

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Company Description