

【Tokyo】Customer Support & Sales Administrator | English | Mouser

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Job Information

Hiring Company
Mouser Japan G.K.

Job ID
1623596

Industry
Electronics, Semiconductor

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

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards, Minato-ku

Train Description
Toei Oedo Line, Akabanebashi Station

Salary
Negotiable, based on experience

Work Hours
In accordance with company regulations

Holidays
In accordance with company regulations

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General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Native Level

Minimum Education Level
Technical/Vocational College

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Primarily supporting the Customer Service Team, this position involves a wide range of administrative duties,

including customer service, data entry, document preparation, office management, and visitor reception.
- A rewarding opportunity to enhance communication and customer service skills through handling customer inquiries via phone, email, and chat.
- An opportunity to utilize English language skills and gain international business experience through communication with overseas offices and international visitors.
- A full-time permanent position based in Minato-ku, Tokyo, offering an environment where you can utilize conversational English skills and collaborate with overseas stakeholders.

【Job Description】
Customer service team support (data entry, customer phone and email support), General office management work, paperwork, support for foreign visitors, scheduling, meeting setting, etc.

< ACCOUNTABILITIES >

- Customer service team support
- Support for data entry of customer information, orders, quotations, etc. into the in-house system, and responds to phone calls and emails from customers who have viewed our website and corporate customers.
- Support for chat support with customers
- Meeting settings to facilitate communication with other departments
- Document preparation and paperwork
- General office management work

【Work Location】
Minato-ku, Tokyo
■Access: Akabanebashi Station, Toei Oedo Line

【Salary】
Negotiable depending on experience.

【Employment Type】
Full-time, Permanent

【Working Hours】
In accordance with company regulations.

【Holidays & Leave】
In accordance with company regulations.

【Benefits & Welfare】
In accordance with company regulations.

Required Skills

【Qualifications】

- Vocational school, junior college graduate, fourth grade university graduate
- One year or more of customer support, sales or other equivalent work experience
- MS Office: Word, Excel, Outlook (Beginner level)
- English proficiency: daily conversation required
- Recruitment of people with high communication ability who can cooperate with outside and overseas offices

【Application Process】
English resume / CV required

Company Description