

# Inside Sales Assistant

## **Bilingual Sales and Account Management**

## Job Information

## **Hiring Company**

systemsGo Corporation

#### Job ID

371468

## Division

Sales

#### Industry

IT Consulting

## **Company Type**

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

# Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards, Minato-ku

# **Train Description**

Hibiya Line Station

# Salary

5 million yen ~ Negotiable, based on experience

## **Salary Commission**

Commission paid on top of indicated salary.

#### Refreshed

November 14th, 2025 18:00

# General Requirements

# **Minimum Experience Level**

Over 3 years

# **Career Level**

Mid Career

## Minimum English Level

Business Level (Amount Used: English usage about 50%)

## Minimum Japanese Level

**Business Level** 

## **Minimum Education Level**

Associate Degree/Diploma

## Visa Status

Permission to work in Japan required

Job Description

Sales Support

- · Manage assigned accounts.
- · Schedule meetings and provide sales materials.
- · Generate proposals and quotations.
- · Prepare sales & marketing collaterals.
- Manage pipeline, sales reporting, data upkeep, and campaign analysis.
- Handle procurement orders and client communications.
- · Perform administrative tasks, including timesheet checks and invoice preparations.
- · Maintain databases and sales management systems.
- · Attend sales meetings and networking events.
- · Prepare meeting notes and distribute them.
- · Support other tasks as directed by the Manager.

# Marketing Support

- · Create and optimize marketing campaigns across various channels.
- · Develop creative content and messaging.
- · Conduct market research and analysis.
- Manage LinkedIn campaigns and performance analysis.
- · Administer Pardot for email marketing and lead nurturing.
- Perform data entry and database management.
- Monitor and report on key performance metrics.

#### Performance Metrics:

- sG Sales Order Intake Revenue Generation:
- · Quarterly Sales Results Achievement
- Reporting:
- · Weekly Sales Forecast, Monthly and Quarterly Sales & Marketing Board Report
- Procurement Support:
- Procurement Request Support for the Sales Team
- Standardization / Sales Strategy Process:
- Standardization of PPT presentations for each business line
- · Support of the sales planning
- · Marketing / BD Support:
- Lead Generation
- · Support of marketing initiatives

## Required Skills

#### Qualifications:

- Bachelor's degree in a related field.
- Minimum of 3 year of experience in sales & marketing.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Experience in sales support or customer service preferred.
- · Strong organizational skills and team player.
- Knowledge of LinkedIn marketing and advertising best practices.
- Experience with Pardot or other marketing automation platforms is a plus.
- Understanding of IT infrastructure is desirable.
- · Strong analytical skills and attention to detail.
- Ability to multitask and meet deadlines.
- Creative thinking and problem-solving skills.

# Company Description

systemsGo provides bilingual IT support services to multinational companies in Japan. We are a rapidly growing Japanese company with an international team and modern office adjacent to Roppongi Hills. We are committed to providing our clients with the best quality services which include IT infrastructure support, systems integration, project management, as well as staffing solutions. Our clients are leading investment banks, law firms and numerous other well-known international firms. We look after our employees; provide many opportunities for career advancement, competitive salaries, and excellent benefits. We are always looking for people with the same commitment to providing quality service, and an enthusiasm to learn and grow. システムズゴーは、国内における大手外資系・日系企業向けに、ITに特化した最先端のサービスをバイリンガルで提供するベンチャー企業です。私達は、六本木ヒルズから徒歩1分のロケーションに位置するモダンなオフィス環境を構築するペンテャー企業です。私達は、六本木ヒルズから徒歩1分のロケーションに位置するモダンなオフィス環境を構築するため、インフラストラクチャの整備・構築、システムインテグレーション、プロジェクトマネージメント、人材派遣など、様々なIT関連サービスを質の高い水準で提供しています。主なクライアントは、外資系証券会社、銀行、法律事務所など、大手グローバル企業です。また、システムズゴーでは、能力開発および昇進の機会、福利厚生などに配慮し、社員が安心して仕事に従事できる快適な職場作りに努めています。私達は、顧客への質の高いサービスの提供と、システムズゴーの更なる成長に貢献できる、チャレンジ精神旺盛な人材を求めています。