

【MNC | New Facility】 Sales Support / Office Administrator @ 独占求人

**Over 32 Locations Globally** 

## 募集職種

## 採用企業名

TransPak Japan GK

## 求人ID

1556514

## 業種

電気・電子・半導体

## 雇用形態

正社員

### 勤務地

千葉県, 柏市

## 最寄駅

つくばエクスプレス、 柏たなか駅

#### 給与

300万円~400万円

# ボーナス

固定給+ボーナス

#### 更新F

2025年12月11日 09:00

応募必要条件

# 職務経験

3年以上

# キャリアレベル

中途経験者レベル

# 英語レベル

ビジネス会話レベル

# 日本語レベル

ネイティブ

# その他言語

中国語: 北京語 - ビジネス会話レベル

Mandarin not required but would be a plus

# 最終学歴

大学卒: 学士号

# 現在のビザ

日本での就労許可が必要です

# 募集要項

## Who We Are:

Originally founded in Silicon Valley, USA in 1952, we've been a private, family-owned and operated business since 1969. We are humbled by the long-term relationships with our

customers, earned through the packaging solutions we offer, including design, engineering, testing, manufacturing, and fulfillment of custom and stock packaging

#### Job Title: Sales Support / Office Administrator - Transpak Japan

#### **Job Summary:**

We are seeking a detail-oriented and proactive professional to provide essential sales support while ensuring the smooth day-to-day operations of our Japan office. In this role, you will act as a key link between clients, internal teams, and international partners, helping to drive projects forward and support business growth. The position offers a mix of client-facing opportunities, administrative responsibilities, and the chance to contribute to both operational efficiency and the success of our sales initiatives.

### **Annual Salary:**

3 million to 4 million Japanese yen.

#### **Responsibilities and Duties:**

#### Sales Support Role

- Coordinate internal and external stakeholders, both local and international, to arrange and manage projects from clients.
- Collaborate with branches, team members, and partner companies in various countries to execute projects and meet customer needs.
- Create quotations, input data into the system, and prepare or process invoices.
- Provide timely updates on project progress to the sales manager.
- · Stay informed about industry trends, competitor activities, and market developments to support business growth.
- Represent Transpak at client meetings or industry events when required.

## Office Administrator Role

- Manage office supplies and equipment, and handle inquiries about facility issues.
- Prepare and manage documents, such as meeting minutes and reports.
- · Input sales and customer data.
- Handle phone and email correspondence and serve as the first point of contact for inquiries.

## スキル・資格

#### Requirements:

- 1.A bachelor's degree in business administration, Office Management, or a related field is preferred.
- 2. Proven experience in customer service, sales support/sales admin, or office support role.
- 3.Strong organizational and multitasking skills with attention to detail.
- $\hbox{4.Proficiency in handling office software and tools, such as MS Office.}\\$
- 5. Native level Japanese. Business level Chinese preferred.
- 6. Willingness to travel domestically and internationally as needed.

会社説明