



【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

更新日

2026年01月01日 07:00

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.
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