

アメリカの求人なら JAC Recruitment USA

PR/086951 | Japanese Bilingual Sales Assistant

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1559981

業種

電気・電子・半導体

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年11月26日 08:01

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒: 準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Sales Assistant -Japanese Bilingual

Hybrid in Santa Ana, CA (2-3 days per week in office, remaining days remote.)

Position overview

A semiconductor company is seeking a bilingual Sales Assistant to support a sales team. This role is responsible for processing purchase orders (POs), managing shipment coordination, and handling customer communication. While customers are 100% based in the U.S. (English communication), frequent interaction with our Japan headquarters and factories (mainly via email in Japanese) is also required. The ideal candidate is detail-oriented, organized, and comfortable working in both English and Japanese.

Key responsibilities

- Process and manage purchase orders (POs) received by the sales team.
- Coordinate shipment processing and related documentation.
- Communicate with customers regarding PO and shipment status, accounts receivable, and related matters (primarily in English).
- Communicate with Japanese headquarters and factories regarding orders, shipments, and other operational issues (primarily in Japanese, via email).
- Use OMS (Order Management System) for processing and tracking.

- Handle transactions and data input through customer portals as needed.
- Support sales reporting and data management using Excel, Word, and other Microsoft Office tools.
- Assist with Salesforce operations (experience preferred).
- Provide administrative support for various ad-hoc tasks as required.

Required Qualifications

- Language Skills: Business-level proficiency in both English and Japanese (reading, writing, and email correspondence required).
- Technical Skills: Proficiency in Microsoft Excel and Word (mandatory).
- Experience with OMS or similar order management systems preferred.
- · Salesforce experience a plus.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- Prior experience in inside sales, customer support, or sales assistant roles preferred.

Salary & Benefits

- Base USD 22-30/hour (DOE)
- Medical, Dental, Vision, Life and AD&D Insurance
- Paid Holidays & Vacation
- 401(k)

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明