**SMITH** 

### Sales Administrator

### 募集職種

### 採用企業名

Smith & Associates Far East Ltd.

### 求人ID

1566366

### 業種

流通

### 雇用形態

パートタイム

### 勤務地

その他東京

### 給与

時給制~経験考慮の上、応相談

### 更新日

2025年11月24日 14:33

### 応募必要条件

### 職務経験

1年以上

### キャリアレベル

新卒・未経験者レベル

# 英語レベル

ビジネス会話レベル

# 日本語レベル

流暢

### 最終学歴

短大卒: 準学士号

# 現在のビザ

日本での就労許可が必要です

# 募集要項

# **Sales Administrator**

Smith is currently looking for a sales administrator to support our trading team in Japan. As the world's leading independent electronics distributor, the successful applicant will play a significant role in Smith's day to day operations as a market leading expert on global electronics sourcing, logistics and distribution.

With Smith's major operation expansion within Asia, we are looking for talented individuals who are driven and self-motivated. Our sales administrator do not just play a support role – training and support from the management team will give value to all the tasks done.

### Key Responsibilities

- Provide administration support to trading (sales and purchases) teams
- Data entries for sales and purchases systems
- Updating and maintaining trading systems
- Preparation of daily, bi-monthly, and monthly reports
- Travel arrangement

· Any ad hoc projects

### Required Skills

- Degree holder with around 1-2 years' working experience in sizeable & multi-cultural organizations (fresh graduates are welcome)
- Good PC skills, including Chinese word processing, MS Word, Excel and Powerpoint
- · Well-organized, detail-minded, proactive, self-motivated with good interpersonal skill
- Mature, pleasant, responsible & self-discipline
- · Ability to handle work independently, structurally, systematically, and in a fast pace environment
- · Good team player
- · Good command of both spoken and written English

# About Smith

Founded in 1984, Smith is a global distributor of semiconductors and electronic components and a trusted provider of efficiency-enhancing supply chain services to electronics and high-tech manufacturers. Smith's investment in advanced inhouse labs, a highly trained professional team, and strategically located global support centers offers our partners complete sourcing, inventory management solutions, cost-saving program, and more.

A privately held company, Smith employs more than 500 people worldwide, with over \$800 million in sales annually. Smith's regional hubs in Houston, Hong Kong, and Amsterdam are ISO-certified. In addition, sales and purchasing offices are located in Austin, Beijing, Silicon Valley, Guadalajara, New York, Shanghai, Shenzhen, Seoul, Taipei, Penang, Cluj-Napoca, Munich, and Bangalore.

会社説明