



## 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

2026年02月16日 02:00

### 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 in-house 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.

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#### 会社説明