



【Multinational Company】 Customer Service Coordinator 独占求人

**Over 32 Locations Globally**

**募集職種**

**採用企業名**

TransPak Japan G.K

**求人ID**

1572572

**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**

400万円 ~ 500万円

**ボーナス**

固定給+ボーナス

**更新日**

2026年02月20日 00:00

**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

**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 Summary:**

We are seeking a detail-oriented and proactive professional to provide essential customer service 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:**

4 million to 5 million Japanese yen.

**Responsibilities and Duties:**

- 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.
- Input data into the ERP system, and prepare or process invoices.
- Provide timely updates on project progress to the sales manager.
- 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.

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**スキル・資格****Requirements:**

1. Proven experience in customer service, sales support/sales admin
2. A bachelor's degree in business administration, Office Management, or a related field is preferred.
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 English
6. Willingness to travel domestically and internationally as needed.

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**会社説明**