



【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.

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.

会社説明