



PR/087130 | Administrative & Customer Service Specialist

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1575448

業種
ITコンサルティング

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
2026年02月03日 10:56

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
流暢

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

POSITION TITLE Administrative & Customer Service Specialist (Intelligent Feeding Equipment Industry)

POSITION SUMMARY

In this role, you will manage daily administrative tasks and serve as the primary point of contact for customers, ensuring smooth coordination across sales, engineering, and after-sales teams. Responsibilities include shipment coordination, warranty registration, and maintaining customer records to support efficient operations in a fast-growing environment.

RESPONSIBILITIES

- Manage daily administrative tasks: document control, meeting coordination, vendor communication, and office support

- Act as the primary contact for customers, handling inquiries, pre-sales questions, and service requests
- Collaborate with sales, engineering, and after-sales teams to ensure timely responses and follow-up
- Coordinate equipment shipments, track logistics, register warranties, and maintain service records
- Update and maintain customer databases, including profiles and contracts
- Provide support for trade shows, training sessions, and customer visits
- Facilitate communication between headquarters and dealer partners for accurate information flow

QUALIFICATIONS

- Minimum 3 years of experience in administrative support, customer service, or office management
- Background in agricultural machinery, heavy equipment, or B2B industries preferred
- Strong communication, organizational, and multitasking skills
- Proficiency in Microsoft Office; CRM experience is a plus
- Detail-oriented, customer-focused, and highly responsible
- Comfortable in a fast-growing, cross-functional environment

LOCATION Ontario, California

SALARY USD60,000-80,000 (based on experience and skills)

TIME OFF & BENEFITS 3 weeks paid annual leave + U.S. public holidays, comprehensive medical insurance

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会社説明