



Marketing & Sales Assistant/マーケティング&セールスアシスタント 👤 独占求人

海外と日々つながる刺激的環境！営業×オペで市場価値UP

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1579459

業種

総合商社

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区

給与

450万円 ~ 600万円

ボーナス

固定給+ボーナス

更新日

2026年04月16日 23:00

応募必要条件

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

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

osition: Marketing & Sales Assistant

Location: Tokyo, Japan

Role Overview

A global company in the container leasing and logistics sector is seeking a Marketing & Sales Assistant to provide vital support to its leasing and sales teams. This role requires close coordination with customers, depots, service providers, and internal stakeholders both domestically and internationally.

The successful candidate will serve as a primary contact for operational and administrative matters, handling inquiries related to container availability, repairs, transportation, documentation, and billing. Strong communication skills, attention to detail, and the ability to respond efficiently in a fast-paced environment are essential.

Key Responsibilities

Marketing & Sales Support

- Respond to customer inquiries in Japanese regarding bookings, sales orders, availability, technical specifications, outstanding bookings, and invoicing matters (with support from operations, account managers, or technical teams when necessary)
- Enter contract information into the internal contract management system
- Prepare and submit “Youtogai Shinsei” (special usage application) documentation to Japanese Customs upon request
- Arrange “Kanrisha Henkou” (change of registered manager) documentation for submission to Japanese Customs
- Provide customer service support to leasing and trading customers in Japanese, including depot details, pick-up and redelivery arrangements, and timing coordination
- Monitor open bookings and proactively follow up with customers
- Support additional projects and ad hoc tasks as assigned

Operations Support

- Maintain close daily communication and working relationships with depot representatives
- Handle operational inquiries from Japanese depots in Japanese
- Coordinate local trucking (drayage) with transportation providers
- Arrange empty container repositioning and prepare related shipping documentation
- Manage redelivery processes, including preparation of delivery documentation in Japanese
- Issue manual invoices related to Japanese consumption tax on repair costs using the internal billing system
- Process manual invoices for depots, trucking providers, and survey companies within the internal system
- Assist with accounting-related and general office administrative tasks as needed

Qualifications and Requirements

- Bachelor's degree or equivalent experience preferred, ideally in logistics, shipping, or the container leasing industry
- Basic understanding of the container or shipping industry, or strong interest and willingness to learn
- Fluency in both Japanese and English (written and verbal)
- Strong administrative capabilities and proficiency in Microsoft Office applications, particularly Excel
- High level of accuracy and attention to detail
- Self-driven, proactive, and able to maintain a positive attitude in a dynamic environment
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines under time pressure
- Strong interpersonal skills with the ability to build and maintain professional relationships with customers and vendors
- Team-oriented with strong communication and presentation skills
- Must be located within commuting distance of the Tokyo office
- Applicants must have valid work authorization in Japan. Visa sponsorship is not available for this position.