

## Sales Support Manager/ セールスサポートマネジャー（変性プラスチック） - 東京

高待遇、昇進、成長

## 募集職種

## 人材紹介会社

The SuperTalent Company Ltd (Superstars)

## 採用企業名

Global Supplier of Advanced Materials

## 求人ID

1580166

## 部署名

Sales/Chemical/Life Science

## 業種

化学・素材

## 会社の種類

中小企業 (従業員300名以下) - 外資系企業

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

700万円 ~ 1100万円

## ボーナス

固定給+ボーナス

## 更新日

2026年05月11日 04:00

## 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

日常会話レベル

## 日本語レベル

流暢

## 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

**\*For any inquiry about this position before applying from CareerCross, please contact 「 pavlo@gosuperstars.com 」 .**

My client is based in Tokyo and they are globally preeminent supplier of advanced materials. Based on research, manufacture, sales and services of innovative materials, they provide new solutions to create a safer, more comfortable and convenient life.

With its good environmental friendliness and excellent performance, their materials are exported to over 130 countries and regions, serving more than 1,000 well-known companies around the world.

They committed to solve the increasingly serious environmental problems our planet is facing, and they are following the principles of sustainable development, eager to find a balance between economic, environmental and social sustainability.

**They are looking for a Japan Sales Support Manager who will be responsible for:**

- The sales team daily business data statistics, collation and analysis, support monthly, quarterly performance tracking, assessment and settlement work; As a communication window between the sales team and internal departments (such as finance, supply chain, products, legal, etc.), responsible for business coordination, information transmission and matter follow-up;
- Responsible for collecting and sorting product issues and customer feedback submitted by the sales team, coordinating with relevant departments to promote problem solving and conduct closed-loop follow-up; Cooperate with sales team to complete contract management, including contract process promotion, internal approval, system entry, filing management and related marketing support;
- Provide daily operational support to the sales team, including data preparation, process coordination, system support and other support work; Assist in optimizing sales support and business processes to improve the overall operational efficiency of the sales team; Complete other related work assigned by superior.

---

**スキル・資格**

**Requirements:**

- 3-5 years experience in Japan-based sales support / sales operations / business support / customer support within the Life Science/Semiconductor/Chemical or related industry.
- Proficient in Excel (data statistics, consolidation and basic analysis); able to handle daily business-data tasks.
- Strong cross-department communication and coordination skills; can interface with sales teams and internal stakeholders.
- Detail-oriented, highly responsible, capable of multi-tasking and meeting deadlines.
- Basic understanding of contract workflows; able to assist in contract management, internal approvals and system operations.

**Preferred Qualifications**

- Bachelor's degree or above, any major

---

**会社説明**