



【在宅勤務可能】営業アシスタント/セールスオペレーションアナリスト（産業機器業界）※バイリンガル人材向け

TE Connectivity Japan合同会社での募集です。フォーカス...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

TE Connectivity Japan合同会社

求人ID

1581392

業種

電気・電子・半導体

会社の種類

外資系企業

雇用形態

正社員

勤務地

神奈川県

給与

500万円～700万円

勤務時間

08:30～17:00

休日・休暇

【有給休暇】有給休暇は入社時から付与されます 入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土日 祝日 夏季休暇 ...

更新日

2026年03月05日 16:11

応募必要条件

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

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

【求人No NJB2357306】

The Sales Ops Analyst is responsible for S D (Ship Debit) daily operation data validation as well as enhancement and additional implementation. This position has direct contact with various stakeholders both internal and external (Distribution partners Pricing Sales etc.) and strong communication and business acumen and analytical / system skills are required.

S D implementation in Japan region (60%)

Training and communication with distributors on implementation of Ship and Debit program in Japan region.
 Manage end to end activities of distributor onboarding and implementation of S D for Japan distributors.
 Act as a liaison between Japanese speaking clients and internal teams.
 Facilitate clear and effective communication to resolve queries and align expectations.
 Translate project related documents presentations and communications from English to Japanese and vice versa.
 Provide real time interpretation during meetings calls and workshops. Ensure accuracy and cultural appropriateness in all translations.
 Assist in planning coordinating and executing project activities according to timelines and quality standards.
 Collaborate with cross functional teams to ensure project milestones are met.
 Prepare and maintain project documentation reports and status updates.

Maintain Daily Operation (20%)

Monitor weekly claim process perform claim review manual override and after posting reviews in ADR97 report pool reservation credit memo details etc.
 Manage S D mailboxes to answer questions from distributors help them submit and correct claims coordinate in special approval and manual credit memo issuance and prepare for weekly manual override etc.
 Timely adjustments to S D Policy to ensure accuracy and up to date esp. when there are changes
 Provide regular training to key stakeholders to ensure awareness and understanding of program

Data Validation (20%)

Data validation for agreement details between GPMS and Vistex
 Invoice Pool management including pool adjustment pool consumption validation
 Design dashboard or report to facilitate data validation cross systems. Ability to effectively troubleshoot data inaccuracies identify root causes and take corrective action.
 Prepare manual data loading files by using the data collected from multiple sources

スキル・資格

Bachelor's degree in Business Marketing Finance Economics or related fields with equivalent work experience in business
 Minimum of 5 years' experience in Customer Care or related functions with a strong background in customer communication and relationship management.

2~5 years in project coordination implementation or related roles.

Prior experience in translation or interpretation is a plus

Proficiency in SAP (OTC) Excel (including formulas data linking and managing large data sets) and Datawarehouse (TED) .

Experience in gathering data from multiple sources and conducting manual validations to ensure accuracy and completeness.

Strong involvement in project related activities including issue identification timely resolution and effective coordination with distributors.

Ability to schedule and lead follow up calls drive action items and ensure adherence to project Go Live timelines.

Communication Analytical Skills

Excellent business facing communication skills with a passion for solving real time project challenges.

Strong analytical and problem solving skills with the ability to assess situations identify improvement opportunities and propose actionable solutions.

Personal Attributes

Customer centric mindset.

Results oriented and committed to delivering high quality outcomes.

Collaborative team player with the ability to work effectively across functions.

Other Requirements

Ability to work in the APAC time zone.

Native or near native proficiency in Japanese and strong command of English.

会社説明

コネクタ、コンタクト、スイッチ、アンテナ、センサ、各種プログラミングシステム、インターフェースユニット機器、ケーブル・アセンブリ、および、それに伴うマシンなどの製造・販売。リレー、コンタクト、トランスフォーマ、ノイズフィルタの販売。電気電子部品製造および販売