

PR/118559 | Sales Administrator (Japanese Speaking)

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント イギリス

求人ID
1599829

業種
銀行・信託銀行・信用金庫

雇用形態
正社員

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2026年10月30日 13:00

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
流暢レベル

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

We are looking for someone who can provide essential organisational and operational support to ensure the smooth and efficient running of daily business activities. This role is responsible for managing office processes, maintaining accurate records, coordinating communication across teams, and supporting managers with administrative tasks. The sales administrator acts as a central point of contact for staff, clients, and external partners, ensuring high standards of professionalism and service.

Key Responsibilities

- Provide day-to-day administrative support to the sales team, ensuring smooth operations and timely follow-up with clients.
- Prepare accurate quotations, proposals, and sales documentation based on customer requirements.
- Generate weekly/monthly sales reports, dashboards, and forecasts for management.

- Cross-Functional Coordination — Liaise with logistics, finance, and operations teams to ensure accurate billing, delivery, and contract compliance.
- Documentation Control — Manage contracts and sales documentation with high attention to detail.
- Arrange meetings, prepare materials, and support team travel and expense coordination.
- Process Improvement

Skills & Competencies

- Strong organisational and time-management skills
- Excellent written and verbal communication
- High attention to detail and accuracy
- Ability to prioritise tasks and work independently
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Professional, approachable, and customer-focused
- Problem-solving mindset and willingness to take initiative

Unfortunately, no visa sponsorships are available.

I look forward to your application!

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明