



PR/087512 | Sales Assistant

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1603043

業種
レストラン・フードサービス

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07月21日 10:43

応募必要条件

職務経験
1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 SUMMARY

The Sales Assistant provides administrative and sales support to the National Account team. This position is responsible for order management, customer communication, and cross-functional coordination to support daily business operations.

RESPONSIBILITIES

- Process and manage customer orders accurately and efficiently.
- Respond to customer inquiries regarding orders, pricing, inventory, and delivery status.
- Coordinate with sales, warehouse, customer service, and internal teams to support timely order fulfillment.
- Handle customer concerns and direct issues to the appropriate personnel.
- Monitor inventory availability and provide product information as needed.
- Support invoicing, payment tracking, documentation, and other administrative tasks.
- Maintain accurate records and assist with various sales support activities.
- Perform other duties and projects as assigned.

QUALIFICATIONS

- Previous experience in sales support, customer service, administrative support, or a related role preferred.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Excellent verbal and written communication skills.
- Strong customer service mindset and attention to detail.
- Ability to work collaboratively with internal teams and external customers.
- Ability to read, write, and communicate effectively in English

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD 21.00 - 27.00

BENEFITS

- Health, Dental, and Vision Insurance
- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance
- and much more!

#LI-JACUS #LI-US #countryUS

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会社説明