



アメリカの求人なら
JAC Recruitment USA

PR/087599 | Retail Sales Assistant

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1609318

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08月25日 10:49

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

基礎会話レベル

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

POSITION SUMMARY

Major food manufacturer is seeking a Retail Sales Assistant in Torrance, CA. This position supports the Retail Sales team through customer service, reporting, sales administration, inventory coordination, and retail event support while working closely with customers and internal teams. Business-level Japanese is preferred but not required

RESPONSIBILITIES

- Support the Retail Sales team with administrative tasks, reporting, and customer communication.
- Prepare Excel reports, analyze sales data, and assist with PowerPoint presentations.
- Coordinate orders, inventory updates, product samples, meetings, and store demonstrations.
- Provide excellent customer service by responding to inquiries and resolving issues in a timely manner.
- Assist with retail events, trade shows, and special projects as needed.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience preferred.
- Strong Excel, PowerPoint, and overall Microsoft Office skills.
- Excellent communication, customer service, and organizational skills.
- Detail-oriented with strong analytical and problem-solving abilities.
- Experience in retail, food & beverage, CPG, or related industries is a plus.
- Appreciation for Japanese culture preferred.
- Business-level Japanese is preferred but not required.

SALARY USD 20.00 - 24.00/Hour (DOE)

LOCATION Torrance, CA

WORK STYLE Onsite

BENEFITS

- Health, Dental, and Vision insurance
- Paid time off, paid sick leave and Paid holidays
- 401(k)

#LI-JACUS #LI-US #countryUS

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会社説明