



PR/118773 | Sales Administrator

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
1614603

業種
レストラン・フードサービス

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09月29日 10:35

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

British Japanese Food Company

Sales Admin at Acton Office

Salary: from 30K GBP

Working Hours

8:30 – 17:30 (1-hour unpaid lunch break)

Specific Roles

Sales Order Processing and Customer Service

- Enter and process sales orders for all customers, liaising with logistics warehouses in the UK and the Netherlands, and issue final invoices upon receipt of CMR
- Prepare and completion of all documentation needed for customs (COA, Export Certificate, Health Certificates, etc)
- Completion of product forms/ promotion forms except for quality-related information
- Maintenance of clear records for each customer file, internal and customer's systems, updating any changes to individual procedures
- Respond to various enquiries from customers
- Ensure compliance with export and international trade requirement
- Assisting sales managers when needed
- Monitor payment status for pending orders with payment issues

Logistics arrangement

- Daily communication with our warehouses and troubleshooting logistic/supply problems
- Coordination with sales team re allocation of stock if shortage occurs, and set up rationing plan
- Working closely with our current transport companies, to ensure that deliveries are made on time and in full.
- Comply with customer-specific Incoterms requirements.

Essential Requirement

- Fluent written & spoken English
- Previous experience of administration work
- Friendly and positive with customers
- Proactive problem solver
- Excellent communication skills and flexible thinking

Additional Requirement

- Fluent written & spoken Japanese, other languages desirable
- Experience handling complex export documentation.

Benefit

- 28 days of holidays (including bank holidays) increasing with service
- Purchase of their products at 50% discount from retail price
- Auto Enrolment Company Pension Plan
- A bonus may be paid to all team members annually, based on the profitability of the company.
- Cooking facility to prepare lunches

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

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