DCSS TECHNOLOGY JAPAN

# Inside Sales and Sales Operations Specialist

**A fast-growing global IT company**

## 募集職種

**採用企業名**
ディーシーエスエス・テクノロジー・ジャパン株式会社

**求人ID**
1615923

**業種**
ハードウエア

**会社の種類**
中小企業 (従業員300名以下) - 外資系企業

**雇用形態**
契約

**勤務地**
東京都 23区, 港区

**給与**
400万円 ~ 500万円

**勤務時間**
In accordance with company regulations

**休日・休暇**
In accordance with company regulations

**更新日**
2026年11月18日 12:00

## 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**
日常会話レベル

**日本語レベル**
ビジネス会話レベル

**最終学歴**
高等学校卒

**現在のビザ**
日本での就労許可が必要です

## 募集要項

**≪Job Description & Position Highlights≫**

- Responsible for a wide range of tasks, from inside sales using phone, email, and web channels to quotations, order processing, and contract management
- Involved throughout the sales process, from customer proposals and new business development to contract renewals, contributing to sales results and building strong customer relationships

- Work closely with sales, logistics, and technical teams as well as external partners to create sales opportunities for IT equipment maintenance services
- An environment at a Singapore-based foreign-affiliated IT company where you can develop skills in both sales and sales operations

**【Job Responsibilities】**
This is a sales role that combines inside sales with sales administration. The successful candidate will use telephone, email, and web-based channels to develop existing and prospective customers while also managing quotations, orders, invoices, and contract records. The role covers the sales process from lead generation and customer follow-up through contract execution and post contract support. It is not a clerical-only position.

< Role Structure >

- Primary responsibility:
  -Inside sales, including customer outreach, needs discovery, product proposals, lead nurturing, opportunity development, and post-contract follow-up.
- Sales operations:
  -Management of quotations, orders, invoices, contracts, customer data, sales records, and renewal schedules.
- Business development support:
  -Research and engagement of potential partners such as system integrators, ASPs, distributors, data centers, and wholesalers.

< Key Responsibilities >

1. Inside Sales:

- Make outbound calls and send emails to existing and prospective customers, and respond to inquiries
- Identify customer needs, develop sales opportunities, and hand qualified opportunities to the appropriate sales representative
- Propose parts, refurbished products, and priority products, and support sales discussions
- Promote repeat purchases, follow up on existing customers, and support contract renewals
- Generate and nurture new leads and manage progress from initial contact through contract execution
- Follow up after contract execution and identify additional sales opportunities

2. Partner Development and Marketing Support:

- Research and develop potential partners, including system integrators, ASPs, distributors, data centers, and wholesalers
- Plan and carry out promotional activities for new products, priority products, and campaigns
- Research customer needs, competitor activity, and market conditions, and organize findings for the sales team

3. Sales Administration and Operations:

- Prepare and manage quotations, purchase orders, invoices, contracts, and related documents
- Process orders through portal sites and web-based systems and track delivery and fulfillment progress
- Maintain sales and procurement data, sales opportunities, customer records, and contract renewal schedules
- Coordinate with customers, business partners, sales representatives, logistics teams, technical teams, and other stakeholders
- Prepare reports on sales performance, KPIs, opportunity status, and related activities
- Assist with proposals, meeting materials, internal approval documents, schedules, and meeting arrangements
- Manage confidential information, including contracts, customer data, and personal information

**【Employment Type】**
Permanent employee

**【Salary】**
4 million to 5 million yen
Compensation will be determined in accordance with company policy, taking into consideration the candidate's experience, skills, and previous salary.

**【Working Hours】**
In accordance with company regulations

**【Work Location】**
Shibaura, Minato-ku, Tokyo
*This is primarily an office-based position.

**【Holidays & Leave】**
In accordance with company regulations

**【Benefits & Welfare】**
In accordance with company regulations

## スキル・資格

**【Required Qualifications】**

- Professional experience in at least one of the following areas: sales administration, sales support, sales operations, inside sales, or B2B sales
- Experience preparing or managing quotations, purchase orders, invoices, or contract-related documents

- Experience in order management, customer service, or sales support
- Strong Japanese communication skills for accurate coordination with customers and internal stakeholders
- Working knowledge of Microsoft Office, including Excel, Word, PowerPoint, and Outlook
- Ability to organize and manage data using Excel
- Ability to handle confidential and personal information appropriately

**【Preferred Qualifications】**

- Experience in IT infrastructure, telecommunications, hardware, or maintenance services
- Sales or partnership experience involving system integrators, ASPs, distributors, data centers, or wholesalers
- Experience in outbound calling, new business development, lead generation, or B2B sales
- Experience selling parts, refurbished products, or other IT-related products
- Experience supporting corporate sales at a major bank or other financial institution
- Experience using CRM, ERP, sales management systems, or online portals
- Ability to communicate by email in English, or experience working in a foreign-affiliated or multicultural environment

**【Ideal Candidate】**

- Is comfortable handling both customer-facing sales activities and sales administration
- Can organize multiple sales opportunities and administrative tasks and set clear priorities
- Communicates effectively with customers, partners, and internal stakeholders
- Takes initiative to clarify customer needs, make proposals, and follow through
- Works accurately and efficiently while following compliance requirements and internal policies

会社説明