

【Tokyo】Customer Support & Sales Administrator | English | Mouser

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募集職種

採用企業名
Mouser Electronics

求人ID
1623596

業種
電気・電子・半導体

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
正社員

勤務地
東京都 23区, 港区

最寄駅
都営大江戸線、　赤羽橋駅

給与
経験考慮の上、応相談

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 12:35

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
日常会話レベル

日本語レベル
ネイティブレベル

最終学歴
専門学校卒

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≫

- Primarily supporting the Customer Service Team, this position involves a wide range of administrative duties,

including customer service, data entry, document preparation, office management, and visitor reception.
- A rewarding opportunity to enhance communication and customer service skills through handling customer inquiries via phone, email, and chat.
- An opportunity to utilize English language skills and gain international business experience through communication with overseas offices and international visitors.
- A full-time permanent position based in Minato-ku, Tokyo, offering an environment where you can utilize conversational English skills and collaborate with overseas stakeholders.

【Job Description】
Customer service team support (data entry, customer phone and email support), General office management work, paperwork, support for foreign visitors, scheduling, meeting setting, etc.

< ACCOUNTABILITIES >

- Customer service team support
- Support for data entry of customer information, orders, quotations, etc. into the in-house system, and responds to phone calls and emails from customers who have viewed our website and corporate customers.
- Support for chat support with customers
- Meeting settings to facilitate communication with other departments
- Document preparation and paperwork
- General office management work

【Work Location】
Minato-ku, Tokyo
■Access: Akabanebashi Station, Toei Oedo Line

【Salary】
Negotiable depending on experience.

【Employment Type】
Full-time, Permanent

【Working Hours】
In accordance with company regulations.

【Holidays & Leave】
In accordance with company regulations.

【Benefits & Welfare】
In accordance with company regulations.

スキル・資格

【Qualifications】

- Vocational school, junior college graduate, fourth grade university graduate
- One year or more of customer support, sales or other equivalent work experience
- MS Office: Word, Excel, Outlook (Beginner level)
- English proficiency: daily conversation required
- Recruitment of people with high communication ability who can cooperate with outside and overseas offices

【Application Process】
English resume / CV required

会社説明