

## Job Detail

Staff Level

Position Title	[English] Sales office/Automobile related trading company/Full-time employee/3.43 million to 3.8 million yen
Recruiter Company	GLOBALPOWER Inc. / 株式会社グローバルパワー
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-09
Job Type	Administrative - International Affairs Administrative - International Trading Sales/AE - Foreign Trade Sales
Industry	Wholesale Trade/Import-Export
Location	Asia Japan Saitama
Job Description	<ul style="list-style-type: none"><li>• Sales support for damaged cars</li><li>• Sales operations for overseas customers (response to inquiries and complaints regarding product status)</li><li>• Clerical work such as support for export arrangements for English-speaking countries and issuance of invoices</li><li>• Order status input to in-house system, etc.</li></ul>
Company Info	Automobile trading company <ul style="list-style-type: none"><li>• Reuse and recycling of damaged cars</li><li>• Purchase, sales, export, auction business of automobiles, trucks, automobile parts, oil, etc.</li><li>• Handling of construction machinery and purchase, sale and export of related machinery</li></ul>
Working Hours	9:15-18:15
Qualifications	<p>■ Essential skills</p> <ul style="list-style-type: none"><li>• Experience in sales, sales (trade) clerical work, or marketing at a Japanese company (1 year or more)</li><li>• Those who have basic PC skills</li></ul> <p>■ Portrait</p> <ul style="list-style-type: none"><li>• Those who are interested in products such as automobiles</li><li>• Those who can treat everyone without discrimination and approach their work with hospitality.</li><li>• Those who can work proactively with a sense of responsibility.</li></ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 3000K - JPY 4000K
Salary Description	Monthly salary: 264,000 yen to 29,8000 yen <ul style="list-style-type: none"><li>• Bonus: Yes</li><li>• Salary increase: Yes</li><li>• Transportation fee: Yes</li><li>• Social insurance: Yes</li></ul>
Holiday Description	Saturdays, Sundays, and holidays, summer vacation, year-end and New Year holidays, congratulatory or condolence leave, paid leave, maternity leave, childcare leave * Annual holidays: 123 days
Job Contract Period	Full-time employee (trial period: 3 months)

Nearest Station	Saitama Shintoshin Station (5 minutes on foot)
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