

Job Detail

Staff Level

Position Title	English/Trade affairs, customs clearance, overseas sales support (top manufacturer of dental suction devices) [Inexperienced people welcome/Enhanced training system]
Recruiter Company	Global Leaf Co., Ltd.
Company Name	Company name is private
Activated / Updated	2024-01-12 / 2024-04-18
Job Type	Administrative - Logistics/Materials & Purchase Control Administrative - International Trading Administrative - Sales Assistant/Clerical/Receptionist
Industry	Medical devices
Location	Asia Japan Tokyo
Job Description	<p>[Business overview] You will be in charge of trade, customs clearance, and overseas sales support for dental medical equipment, mainly in regions such as Southeast Asia, Europe, and America. *It is okay even if you have no experience as we will teach you through training and OJT.</p> <p>[Specific job details] <ul style="list-style-type: none"> ■Counter in charge of trade practices, customs clearance, import/export trade, etc. ■Overseas sales support operations ■Exhibiting at exhibitions overseas ■Translation, interpretation, etc. ■Accounting-related business support for subsidiaries </p> <p>[Message from the company] Those with no experience can also apply. After joining the company, you will be required to thoroughly acquire the knowledge necessary for your work through training and on-the-job training. In the future, we hope to develop human resources who can be entrusted with tasks related to trade and overseas sales. We welcome people who can work for a long period of time and develop their careers.</p>
Company Info	<p>[Company characteristics] <ul style="list-style-type: none"> ■We are a stable company that is not affected by economic trends and boasts the top share in the industry for dental suction devices (many dental clinics nationwide use our products). ■Since our founding, we have been proposing a variety of central suction systems for dental treatment, for technicians, and for extraoral use, in response to the various needs of dentists. As a manufacturer of dental suction devices, we continue to have a top-class track record in Japan, and many doctors have come to nominate us as their company for dental suction devices. ■Recently, we have released a series of products that aim to revolutionize the space of machine rooms, and products that can realize an operating room environment by significantly reducing construction time and costs. We are pursuing a clean and safe medical environment that is safer and more comfortable. As a company, we will continue to be of service to you. </p>
Qualifications	<p>[Required skills/experience] <ul style="list-style-type: none"> ■English: Business level (TOEIC score of 700 or above) *For foreign nationals, Japanese business level ■Those who can perform basic operations such as Word and Excel ☆Inexperienced people are welcome! </p> <p>[Welcome skills/experience] <ul style="list-style-type: none"> ■Chinese: Business level </p>
English Level	Business Conversation Level (TOEIC 735-860)

Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3500K - JPY 4500K
Salary Description	[Salary] Estimated annual income: 3.5 million yen to 4.2 million yen *Overtime will be paid separately. *Bonus: Total 4.00 months worth (previous year results)
Holiday Description	2-day week (Sundays and holidays), year-end and New Year holidays, summer vacation, annual paid vacation (after 6 months: 10 days) *Working on Saturday once a month (first Saturday) *Annual holidays: 114 days
Job Contract Period	Employment type: Full-time employee Trial period: 3 months *There is no change in treatment during the trial period.