

## Job Detail

Staff Level

Position Title	Copy of Copper Foil Division Sales Division Sales Office *In principle, no transfers
Recruiter Company	Global Recruitment Specialist
Company Name	Company name is private
Activated / Updated	2024-03-04 / 2024-03-04
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Steel/Metals and Minerals
Location	Asia Japan Saitama
Job Description	<p>[Organizational vision] Shared value Providing new value to growing markets with 'functional foils'</p> <p>Assignment Mission/Job Content/Interesting and Attractive Work [Assignment mission] We will protect our ultra-thin market share by maintaining our sales structure for electrolytic copper foil, which is expected to continue to grow. Aim to maximize profits.</p> <p>[Job details]  <ul style="list-style-type: none"> <li>• Order registration and delivery date response (English is used with overseas customers, but the level of difficulty is low.)</li> <li>• CRM system maintenance and follow-up for introducing new applications</li> <li>• S/4 HANA and other systems in general (no specialized knowledge required)</li> </ul> </p> <p>[Interesting/charm of work] CRM is extremely important in this business as our customers are global and have multiple product types and applications. Each case has different needs and prospects, so you can gain a variety of sales assistance experience while effectively utilizing the CRM system.</p> <p>[Career step image] When you first join the company, you will learn the work together with senior employees, and in the future, I would like you to become a project leader for system improvements and new introductions.</p>
Company Info	<p>More information about the company  <b>■Company introduction</b>  Our company, the core company of the Mitsui Group, began in 1874 when our predecessor, Mitsui Gumi, began mining development at the Kamioka Mine (Gifu Prefecture), a business that was the backbone of the economy.  Now, we are not limited to supplying metal ingots; we are always looking ahead to the times and leveraging our accumulated technological capabilities to develop a wide range of businesses that you would not imagine from the company name, such as functional materials, electronic materials, and automobile parts. We offer many high value-added products to the world. Although our products are rarely seen by the public, they support our daily lives behind the scenes and help make our lives more comfortable.</p> <p><b>■Purpose</b>  Our strengths lie in our "exploratory spirit," which has contributed to the benefit of society by taking on the challenge of mining development for the "earth," and in our ability to "integrate diverse technologies" that are new and ahead of the times. We recognize that "making the earth smile," which fulfills both "contribution to the environment" and "contribution to humanity," is our "raison d'être," which will be the basis of our decisions no matter what changes we face. Our purpose is "to make the earth smile with a spirit of exploration and the fusion of diverse technologies." " was set.</p>
Working Hours	8:45-17:35 (Break: 50 minutes/day)
	<p>[Academic background] University graduate or above</p> <p>[Required requirements]</p>

Qualifications	<ul style="list-style-type: none"> <li>• Work experience using Excel/Word/Outlook/PowerPoint</li> <li>• Ability to actively try using CRM/IT tools</li> </ul> <p>[Desirable skills]</p> <ul style="list-style-type: none"> <li>• Have experience writing emails using English.</li> <li>• Language (English)</li> </ul> <p>Email correspondence, document/manual reading TOEIC 500 points</p> <p><b>【others】</b> English is mainly used for emails with customers and for writing reports.</p> <p>[Image of the person you are looking for]</p> <ul style="list-style-type: none"> <li>• People who are interested in customers, affirm others, and can work cheerfully and happily in the department</li> <li>• Those who are not afraid of failure and are willing to try new and difficult tasks while consulting within the department.</li> </ul>
English Level	Daily Conversation Level (TOEIC 475-730)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 3000K - JPY 5500K
Salary Description	<p>Annual income 3,000,000 yen - 5,350,000 yen</p> <p><b>【monthly income】</b> Monthly wage: 195,500 yen~</p> <p><b>【bonus】</b> Twice a year (June, December)</p> <p>*Annual salary will be determined based on age/experience/ability. *Annual income includes overtime (assuming 14 hours/month) *Overtime pay is not included if promoted to a managerial position.</p>
Holiday Description	<p>Holidays: In principle, two-day weekends (Saturday and Sunday), holidays, year-end and New Year holidays, etc. (124 days off per year: Head office example in 2023)</p> <p>Vacation: Annual paid vacation (6 to 15 days immediately after joining the company, based on the date of joining), etc. Complete 2-day week (Saturdays, Sundays, and public holidays)</p> <p>summer vacation winter vacation paid holiday Congratulatory and condolence leave Childcare leave sick leave</p>