

Job Detail

Staff Level

Position Title	sales assistant
Recruiter Company	Pasona Inc. Global department / 株式会社パソナ グローバル事業本部
Company Name	Company name is private
Activated / Updated	2024-03-29 / 2024-04-30
Job Type	Administrative - Sales Assistant/Clerical/Receptionist
Industry	Electronics/Consumer Electronics Manufacturing
Location	Asia Japan Tokyo
Job Description	<p>A foreign-affiliated IoT smart home device manufacturing company is looking for a sales assistant.</p> <p>[Business content]</p> <p>As a Sales Assistant, you will be responsible for the following duties:</p> <ol style="list-style-type: none">1. Proposal, creation and improvement of sales promotion materials: Planning and proposal of promotional materials for the purpose of increasing store sales. With a basic understanding of design, create effective promotional materials and make regular improvements.2. Support for store study sessions: We support the planning and operation of store study sessions aimed at improving product knowledge and sales skills. This includes coordination with related departments and document preparation.3. Support for in-store events: We will support the planning and implementation of events at stores. We will be actively involved and work towards the success of the event.4. Boss's work support
Company Info	A smart home brand company that plans, manufactures, and sells IoT smart home devices for over 100 countries and regions around the world.
Working Hours	9:30-18:30
Qualifications	<p>[Application conditions]</p> <ol style="list-style-type: none">1. Basic PC skills (Word, Excel, PowerPoint)2. Japanese native level.3. Individuals with the independence to think and act on their own <p>[Desirable experience]</p> <ol style="list-style-type: none">1. Experience in planning and producing promotional materials2. Experience in event planning and management3. Those who have experience in sales, sales, and marketing
English Level	None
Japanese Level	Native Level
Chinese Level	None
Salary	JPY - Japanese Yen JPY 3500K - JPY 5000K
Job Contract Period	Contract employee (can be promoted to full-time employee)