

## 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"><li>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.</li><li>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.</li><li>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.</li><li>4. Boss's work support</li></ol>
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"><li>1. Basic PC skills (Word, Excel, PowerPoint)</li><li>2. Japanese native level.</li><li>3. Individuals with the independence to think and act on their own</li></ol> <p>[Desirable experience]</p> <ol style="list-style-type: none"><li>1. Experience in planning and producing promotional materials</li><li>2. Experience in event planning and management</li><li>3. Those who have experience in sales, sales, and marketing</li></ol>
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)