

## Job Detail

Staff Level

Position Title	【Sales operations specialist 】 International Opportunity
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Administrative - Secretary
Industry	Business Consulting
Location	Asia Japan Tokyo
Job Description	<p>Join as a sales operations specialist, you will be collaborating with multiple departments within the company and reporting directly to the COO and Finance Control manager.</p> <p>Description</p> <ul style="list-style-type: none"><li>* You will be required to create and assist with documentation.</li><li>* Interact and collaborate with other departments.</li><li>* Analysing data and creating necessary reports.</li><li>*</li></ul> <p>Contribute to planning and strategies of business activities.</p> <p>Profile</p> <ul style="list-style-type: none"><li>* Confidence in using tools such as, Word, Excel and document creation using power Point.</li><li>* Works great with others as in individual but also in a team environment</li><li>* great attention to detail</li><li>* Proficiency in data management</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* ~7M yen depending on experience</li><li>* Remote work opportunities</li><li>* Incentive bonuses yearly</li><li>* Located in Central Tokyo</li><li>*</li></ul> <p>Flexitime</p> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Nana Koga on +813 6832 8663.</p>
Company Info	Highly specialised International Marketing company expanding operations into Japan.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5000K - JPY 7000K