

Job Detail

Staff Level

Position Title	[Customer Service Assistant] No experience required! A global company with offices in 27 countries around the world
Company Name	Mouser Japan G.K.
Activated / Updated	2024-04-11 / 2024-04-11
Job Type	Customer Service - Customer Support Administrative - Sales Assistant/Clerical/Receptionist Other Job Type - New Graduate & Entry Level
Industry	Wholesale Trade/Import-Export
Location	Asia Japan Tokyo
Job Description	<p>[Business description]</p> <p>Customer service team support (data entry, customer phone and email support), General office management work, paperwork, support for foreign visitors, scheduling, meeting setting, etc.</p> <p>【Job Description】</p> <ul style="list-style-type: none"> ① Customer service team support ② Support for data entry of customer information, orders, quotations, etc. into the in-house system, and responds to phone calls and emails from customers who have viewed our website and corporate customers. ③ Support for chat support with customers ④ Meeting settings to facilitate communication with other departments ⑤ Document preparation and paperwork ⑥ General office management work
Company Info	<p>It is an international workplace with people from many different backgrounds enrolled. All the employees respect each other and are on good terms. We attach great importance to Work Life Balance, and there is almost no overtime work.</p> <p>[About us] Mouser became part of Berkshire Hathaway in 2007, with Warren Buffett as the largest shareholder, chairman and CEO. Currently, Buffett's group companies include insurance and financial companies, as well as about 50 businesses, including jewelry and furniture, as well as housing construction.</p> <p>Mouser Electronics is the world's leading distributor of semiconductors and electronic components. As an authorized distributor of more than 700 industry-leading manufacturers, we handle more than 5 million products. Focusing on bringing new products and technologies to market as soon as possible to meet the needs of design engineers and buyers, we sell a wide range of products including semiconductors, interconnect parts, passive parts, and electromechanical parts. doing.</p> <p>[Measures against passive smoking] No smoking indoors allowed</p>
Working Hours	9:00-18:00
Qualifications	<p>[Application conditions] Vocational school, junior college graduate, fourth grade university graduate</p> <p>One year or more of customer support, sales or other equivalent work experience</p> <p>MS Office: Word, Excel, Outlook (Beginner level) English proficiency: daily conversation required English resume / CV required Recruitment of people with high communication ability who can cooperate with outside and overseas offices</p>
English Level	Business Conversation Level (TOEIC 735-860)

Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K
Salary Description	Social Insurance Commuting/Transportation Allowance
Holiday Description	Five-Day Workweek Paid Holidays Congratulatory or Condolence Leave Child-care Leave Sick Leave
Job Contract Period	full-time employee
Nearest Station	5 minutes walk from Akabanebashi Station on the Toei Oedo Line 8 minutes walk from Shibakoen Station on the Toei Mita Line 12 minutes walk from Mita Station on the Toei Mita Line and Toei Asakusa Line 13 minutes walk from JR Tamachi Station

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