

## **WORK in JAPAN !**

Our client, an architectural glass manufacturing company is looking for **Sales Executive** to be based in Japan

### **Job Description:**

1. Responsible for sales activities in Japan market
  - Business development
  - Specification of the Company's products to Architects, Consultants, Designers etc.
  - Technical consultative service to customer
  - Attends to customer inquiries and provide customer service
  - Quotation
  - Before & after sales service
  - Attend to customer complaint and feedback to Management
  - Follow up on the payment from customer
  - Co-ordinating with Singapore Sales department on customer order
  - Following up on project sales
  - Overall in charge of the execution of projects
2. Responsible for the monthly sales figures of the Sales in Japan
3. To monitor the market condition and feedback to Management accordingly
4. Any other duties as required by management

### **Competencies / Aptitude:**

1. Possess strong communication skills and a customer centric attitude.
2. Possess excellent analytical and time-management with a problem solving attitude.
3. Results driven and able to achieve sales and profitability objectives by effectively managing new and existing accounts.
4. Proactively to address clients' needs and facilitate the sales process from beginning to end.

### **Requirement:**

1. Minimum Diploma in Business / Engineering / Architecture
2. At least 2 years of relevant work experience
3. **Fluent in English and Japanese** (oral & written) – JLPT N3 or above to handling Japanese market
4. **To be stationed in Japan after 6 month training in Singapore (Tuas)**

Interested candidate, please submit your resume to [jamestan@3topconsulting.com](mailto:jamestan@3topconsulting.com) in **WORD format** indicating your current salary, expected salary and notice period, together with a recent photograph.

Thank you.

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