



Japan-America Society of Indiana Corporate Member Job Opening Announcement

Date Posted: May 28, 2021

Location: Precision Tools Service

Opportunity:

We are seeking a qualified candidate to join our sales team. Precision Tools Service, Inc. specializes in Metric Tools, Machine Tools & MRO within the manufacturing environment. We support a positive, enthusiastic approach to sales and servicing the customer, with our motto being "Customer First."

Sales Administrative Responsibilities:

- Enter sales orders accurately and in a timely manner
- Place purchase orders with vendors
- Expedite and track order shipments
- Support sales staff to obtain quotes from vendors
- Review open orders reports on a weekly basis and expedite with vendors where appropriate
- Resolve problems for customers and return customers calls promptly
- Communicate with outside sales staff regarding customer inquiries, quotes and orders
- All other tasks as assigned.

Qualifications

- High school diploma or GED.
- Fluent in Japanese
- 1 to 3 years of office experience and preferably in inside sales and with an industrial distributor
- Proficiency with Microsoft Office including Excel with aptitude to learn new computer applications
- Self-motivated and results oriented
- Willing and able to work independently and as part of a team
- Demonstrated ability to multi-task and prioritize work appropriately
- Demonstrated sense of urgency and decisiveness
- Ability to react well under the pressure of a fast-paced environment and follow through on commitments
- Fast and accurate data entry skills

Please submit your resumes to Tony Sugiura, Assistant Manager: tsugiura@ptservice.com

Tony Sugiura 杉浦 友則

Assistant Manager

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