

**Bilingual (Japanese/English) Administrative Sales Coordinator
Richmond, IN**

Please send resumes to malia.jean@elwoodprofessional.com

COMPANY PROFILE:

- Japanese tier III automotive company
- This site in the U.S. is a distribution facility to multiple automotive companies helping to sort, prepare parts for shipment, and quality check all products

WHAT THIS COMPANY OFFERS YOU:

- Company house and company car provided
- Sponsorship available
- Hours 8 am to 5 pm
- Small, tight-knit office environment

THE ROLE YOU WILL PLAY: Bilingual (Japanese/English) Administrative Sales Coordinator

- Meet with clients to sell automotive parts, such as bolts, fasteners, and crews
- Create and maintain customer relationships
- Report operational activities to Japanese headquarters
- Facilitate the day to day operations of sales, logistics, customer relations, quality, and inventory management
- Basic accounting for reporting sales and usage for both monthly and yearly

BACKGROUND PROFILE: Bilingual (Japanese/English) Administrative Sales Coordinator

- Must be fluent Japanese – reading, writing, speaking
- Bachelor's degree in Business or equivalent amount of experience and training
- Sales experience preferred with strong customer service mindset
- Valid drivers license

Please send resumes to malia.jean@elwoodprofessional.com