

SALES PLANNING & EVENT COORDINATOR

Sales Planning tasks:

- Coordinate sales actions between Directors and the sales force.
- Implement, follow up and report sales actions report to Directors.
- Update Sales Action Planning.
- Communicate actions, results etc. to the sales force.
- Follow up campaign results and payment to employees

Event Coordinator tasks:

- Preparation, coordination and follow up of Lecture/Seminar/Supplier Training/Events etc.
- Liaise between Press, Suppliers, Sales team etc.
- Wine Dinner and Events translation
- Support sales team during the event

Working Time: 40 hours per week, with flexible working hours during events period (wine diner, week end events, etc.)

Location: The position is based in Tokyo but may require traveling within Japan.

Desired Skills and Expertise

- Have a proven track record as a PR manager or coordinator or sales planning position
- Have good organization skills
- Have excellent communication kills (external and internal)
- Fluent in English & Japanese (french is a plus)
- Able to take initiative, and target oriented
- Knows how to build and maintain close relationship with local partners
- Fast learner and eager to build a career
- Self-motivated and able to work under pressure

Starting Date: asap

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