

Japan Jobs Expertini®

Senior Sales Support Executive

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Company: NielsenIQ

Location: Japan

Category: other-general

Company Description

NIQ/GFK is a global measurement and data analytics company that provides the most complete and trusted view available of consumers and markets worldwide. We provide consumer packaged goods manufacturers/fast-moving consumer goods, Tech & Durable manufacturers and retailers with accurate, actionable information and insights and a complete picture of the complex and changing marketplace that companies need to innovate and grow. Our approach marries proprietary data with other data sources to help clients around the world understand what's happening now, what's happening next, and how to best act on this knowledge. We like to be in the middle of the action. That's why you can find us at work in over 90 countries, covering more than 90% of the world's population. For more information, visit .

NIQ GFK is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran status or any other protected class.

Job Description

Our department (Consumer & Marketing Insights) is mainly responsible for a series of tasks from planning consumer surveys necessary to solve the client's marketing issues and creating outputs that respond to the issues, mainly for FMCG manufacturers.

This recruitment is a new position to support the sales team and the customer success team (one person, no subordinates).

Responsibilities

Manage status of sales activities (obtain information from the system and check the status of planned projects with each person in charge)

Compilation of sales information (reflect the above information in Excel and PowerPoint materials and share with related parties). The materials will be used in a weekly APAC conferences.

Other related tasks

Confirmation of invoices to clients

Processing payments to subcontractors

Creation and maintenance of information in customer relationship management systems and payment management systems

Qualifications

At least 2+ years of work experience related to Sales Support & Administration, Project Management/Coordination w/ multiple stakeholders or Finance.

Graduate from a 4 year- university or above

Native-level Japanese proficiency

English skills at a level that does not cause trouble reading and writing (all systems used in work are in English, and even when contacting the support team, they communicate in English)

PC skills: Intermediate level or higher (experience using basic functions in Microsoft Excel & experience in creating proposals/ reports in PowerPoint).

Desirable experience

Forecast and actual management, order status management of multiple projects

Suitable for people like this

I want to work in a global environment

I like number management

Additional Information

Remote-hybrid based role, must be physically located within Japan and candidate must be a Country/Region Resident.

About NIQ

NIQ is the world's leading consumer intelligence company, delivering the most complete understanding of consumer buying behavior and revealing new pathways to growth. In 2023, NIQ combined with GfK, bringing together the two industry leaders with unparalleled global reach. With a holistic retail read and the most comprehensive consumer insights—delivered with advanced analytics through state-of-the-art platforms—NIQ delivers the Full View.

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