

Internship for sales administration assistant - Permobil

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Company name

Permobil K.K.

Job description

Description:

- 1) Ordering input by filemaker system
- 2) Updating and maintaining inventory system by EXCEL
- 3) Assisting issuing quotation by filemaker
- 4) Picking up brochure and catalog and sending by the request of sales rep.

Skills preferred : EXCEL, Filemaker , MS TEAMS(IT basic skills)

English reading writing

Future opportunities to be hired as FTE based on achievement.

If you are interested in, please reach out to: Kazuhiko.Matsushita@permobil.com

Email

Kazuhiko.Matsushita@permobil.com