



ACCOUNT EXECUTIVE FOR JAPANESE COMPANY

Job Descriptions:

- Craft new sales proposals and contract renewals
- Schedule product presentation
- Contact customers via email or phone to answer queries or retrieve information about their account
- Update internal databases with account details
- Perform back-office sales tasks to support Account Executives as needed
- Create reports on sales and marketing
- Maintain digital and physical records of invoices and contracts
- Address payment issues
- Identify new revenue prospects

Requirements:

- Bachelor Degree in Japanese Literature
- Work experience as an Account Officer, Marketing Staff, or similar role
- Experience in general insurance industry is a plus
- Having JLPT minimum Level N3
- Familiarity with Computer Systems (Invosa, SAP, Oracle)
- Computer Skill is a must (Word, Excel, Power Point, Email)
- Good verbal and written communication skills
- Excellent interpersonal skills
- Time-management abilities
- Fresh Graduate are welcome

If you feel that you meet our requirements, please send your application not later than two weeks after this advertisement through company Website as follows:

1. Open MIR website: <http://www.mirbrokers.com>
2. Click menu CAREERS
3. Click menu JOIN MIR GROUP
4. Please filled out MIR Application Form
5. Submit your complete application

