




Interview: Foreign employee work at Japanese company



Job Description

About the job

I mainly work in sales. Most of my clients are factories. I visit them, listen to their concerns, and make sales proposals based on their needs. In many cases, I take the requirements back with me and submit proposals. Our company is a specialized trading firm, dealing with machinery and tools. Starting from cutting tools, we handle not only tools but also industrial equipment, machine tools, and various items used within factories.

Daily Work Routine

About my daily work

I start my day by checking emails. When there are items that I can respond to immediately, I handle them first, after that, I often go out to do sales. Most of my communications are with clients regarding orders and inquiries, as well as with suppliers and manufacturers to confirm prices and delivery schedules. Internal meetings are always kept short, focusing on the key points. When meeting with clients, I first schedule an appointment in advance. After they arrive, I guide them to the meeting room, listen to their requirements, and then discuss about company service.

8:45	Check in
9:00	Check emails and review work progress
10:00	Contact customers
12:00	Lunch break
13:00	Internal meetings
14:00	Prepare documents
15:00	Meeting with clients
16:30	Handle emails / phone calls to clients

CONTACT

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【 Profile 】

Boku Hanki

From :  China

Company : Asahi Sho -Ko-Sha Co., Ltd.

Job : Sales