



PR/087008 | Office Management and Sales Administrator (m / f / d)

Job Information

Recruiter[JAC Recruitment Germany](#)**Job ID**

1549780

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 17:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

The European adhesive and sealant application technologies company that provides hotmelt solutions and machinery to a variety of industries.

KEY REQUIREMENTS

- Minimum 3 years of experience in customer service, sales support, or office administration
- Experience in ERP or CRM usage
- Business level in German communication skills
- Able to work 100% onsite in Willich

JOB RESPONSIBILITIES

- Provide support to commercials, technicians, business management and clients, attending their queries and requests for offers, as well as ensuring the correct management and expedition of processed orders:
 - Answer and proceed incoming customer inquiries
 - Collaborate with management and internal teams to stay updated on new products, services, and policies
 - Record customer information within the database
 - Engage with clients in a friendly and professional manner while actively listening to their concerns
- Manage office duties:
 - State documents and renewals
 - Account information required
 - Contact with external stakeholders for example waste management, energy providers, IT suppliers, etc.
 - Inventory control
 - Manage office supplies and equipment, stationery and other office supplies

JOB REQUIREMENTS

- Proven professional experience in sales administrative, customer service, inside sales, sales support, or office administration is preferred
- Familiarity with Navision (ERP) or Salesforce (CRM) systems will be highly valued
- Obtaining a driving license class B will be advantageous
- Eligible to work in Germany

BENEFITS

- 30 days of annual leave
- Laptop and mobile phone are provided

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Company Description