



## PR/118102 | Sales Administrator (Spanish, English speaking)

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1556783

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Spain

**Salary**

Negotiable, based on experience

**Refreshed**

December 9th, 2025 09:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is looking for a brand new Sales Assistant/Logistics Operation member.

#### About this position

Support sales activities in Spain and contribute to sales growth

#### Sales Assistance & Client Relations

- Process orders via email, phone, and systems with accurate and prompt responses
- Create, issue, and manage related documents (shipping instructions, tracking reports, invoices, etc.)
- Coordinate delivery schedules with internal departments (e.g., inventory) and collaborate with European office
- Preparing sales materials and analytical reports
- Support sales activities, including business trips (client store visits, event participation)
- Manage sales samples
- Prepare for and operate events (support in preparing and operating exhibitions, pop-up or collaboration events)

## Logistics Coordination

- Order processing, data entry, and management of shipping and receiving operations
- Management of supplier databases, purchase records, and related documentation
- Gathering information on legal revisions related to domestic and international transactions and sharing it with relevant internal parties
- Calculating required quantities (production order quantities) based on data analysis of monthly shipping performance
- Handling returns

## Other duties

- Other tasks as required by business needs (including creating and distributing proposals, reports, and other documents internally/externally; providing team support such as phone/email correspondence)
- 3+ years of practical experience in sales administration or logistics (including inventory management)
- Drive to build from the ground up in a startup environment
- Capability to proactively approach and interact with customers during client visits and event exhibitions
- Excel proficiency: VLOOKUP function and pivot tables
- Visa allowing employment in Spain
- Language Skills - Spanish: business fluent / English: business fluent
- Experience in the retail or wholesale industry
- Experience using Shopify
- Experience with inventory management or international shipping (especially import customs clearance)
- Japanese language skills

The salary range is around 28,000 to 35,000 Euros + company bonus.

Job Type: Full-time

Work Location: In person

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description