

PR/087193 | Sales Assistant

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1556802

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 10:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

[Summary]

This Düsseldorf-based trading company has a long-standing history in the industrial materials sector, having evolved from a former division of one of Japan's leading general trading houses. Since becoming independent in 1981, the company has specialized in non-ferrous metals, semiconductor materials, and electronic components, serving a wide range of high-tech industries.

Its German office, established in 2007, operates with a small, close-knit team that values agility, trust, and long-term partnerships. The organization combines global expertise with a local, personalized approach to meet the needs of European clients.

[Position]

Sales Assistant

[Responsibility]

- · Preparation of contracts, shipping documents
- · Customer support regarding delivery
- · Inquiries via phone and email
- · Progress updates to relevant parties, including the head office
- · Handling inquiries via email

[Job Requirements]

Experience

- · Basic knowledge of international trade operations
- · Proficiency in Microsoft Office tools (Excel, Word, PowerPoint)

Strong plus

- · Experience in import/export of non-ferrous metals
- · Experience with systems such as SAP, Oracle, or Hamburg Software

Languages

- · German: Native level
- · English: Business level

[Working condition]

- · Salary up to EUR40000 per year
- · Full time(38,5h/per week)
- · Home office 2times a week
- · Annual leave 30days
- · Commutation to the office in Düsseldorf is a must

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Company Description