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JAC Recruitment Germany

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**

September 2nd, 2025 10:50

## 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

**[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**