



PR/087245 | Sales Assistant (m / f / d)

## Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1563245

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

February 3rd, 2026 00:00

## 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

### 会社概要

日系印刷関連機器メーカーが、営業アシスタント(m/f/d)を募集しています。

### 職務内容

- 受発注処理
- ロジの手配・納品スケジュールの管理
- クライアント対応
- 在庫管理
- 請求書発行などの営業事務

### 応募要件

- MS Office(特にExcel)
- ビジネス英語（ドイツ語できれば歓迎）

- 開始日：できるだけ早く

ご応募をお待ちしております。

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