

PR/087249 | Sales and Purchase Coordinator

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1563247

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 23:00

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

A Japanese manufacturer of printing-related equipment based in Düsseldorf is seeking a Sales and Purchase Coordinator (m/f/d). This position supports both sales and purchasing operations within the team.

Job Description

- · Order processing
- · Logistics coordination and delivery schedule management
- · Client communication and follow-up from order to delivery
- · Inventory management and regular stocktaking
- · Issuing invoices and other sales administrative tasks

Requirements

- · Proficiency in MS Office (especially Excel)
- · Experience with Sage 100 is a plus
- · Business-level German&English
- · Strong communication, negotiation, and presentation skills
- · Experience in the AV or broadcasting cable industry is an advantage

Employment Conditions

- · Start date: To be discussed
- · Salary: Up to approx. 50,000 Eur /year
- · Annual leave: 30 days

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