



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

December 23rd, 2025 13:00

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

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Company Description