



PR/087373 | Logistics and Sales Assistant (m / f / d)

## Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1579731

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

February 24th, 2026 10:19

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

### Overview

We are supporting a Japanese chemical manufacturer with over 100 years of history, known globally for its specialty chemical products, including acrylic rubber and high-performance functional materials. The company operates across multiple regions worldwide and continues to expand its business, particularly in the pharmaceutical-related segment, which has become a major driver of global growth.

Their German subsidiary is a small and agile team, offering the opportunity to take on a wide range of responsibilities and play an integral role in daily operations.

### Responsibilities

Manage import/export operations, including imports from Japan and deliveries to customers across Europe  
Coordinate inventory with external warehouse partners  
Review customer orders, manage delivery schedules, and prepare order confirmations

Create and issue quotations  
Communicate in English on a daily basis

#### Job Requirements

Minimum 3 years of experience in logistics, supply chain operations, or import/export  
Business-level English and German  
Experience interacting with customers and external partners  
Strong proficiency in Microsoft Office (Excel, Word, Outlook)  
Detail-oriented, organized, and able to manage multiple tasks  
Experience in a small international office environment is a plus

#### Benefits

Full-time role with standard working hours  
30 days of annual leave  
Hybrid work (1 day/week home office)  
Public transport ticket provided  
Compensation: approx. €48,000 p.a.

**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.

Privacy Policy Link: <https://www.jac-recruitment.de/privacy-policy>  
Terms and Conditions Link: <https://www.jac-recruitment.de/terms-of-use>

---

#### Company Description