



PR/087381 | Sales Administrator - German / French speaking (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1579738

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client a leading international manufacturer of high-quality consumables for the printing industry, with production facilities and sales locations worldwide. Their customers particularly appreciate our consistently high product quality, customer-oriented service, and comprehensive technical support. Our client offer stability, growth opportunities, and the chance to make a difference. Their European sales offices, along with the corresponding production facilities, are located in Düsseldorf, Paris, Barcelona, and Leeds.

Job Responsibilities

Receiving, processing, and monitoring customer orders in the ERP system Dynamics NAV, considering all relevant requirements in the order fulfillment process.

Creating invoices and credit notes in the ERP system Navision.

Planning and coordinating logistics and transport in consultation with freight

Preparing individual offers in close coordination with the field sales team.

Handling complaints.

Preparing customs and export documents (EU / third countries).
Responding to customer inquiries and complaints appropriately.
Order-related correspondence with our international customers.

Job Requirements

Successfully completed commercial training as a wholesale and foreign trade merchant or in the field of export & logistics.
Ideally, several years of professional experience in a sales environment, supporting internal (field sales) and external positions (customers and suppliers).
Proficient in MS Office applications.
Experience with ERP systems, ideally Microsoft Dynamics NAV, is desirable.
Excellent written and spoken German and French skills. Additional languages would be advantage.
Team player with strong communication skills.
Independent working style characterized by accuracy and customer orientation.

Benefits

Competitive, attractive remuneration combined with a performance-oriented bonus agreement, holiday, and Christmas bonuses.
Flexible working hours (flextime, working time accounts). 37.5 hours per week.
30 days of vacation, plus paid additional leave on Christmas Eve & New Year's Eve.
Free job ticket. (Deutschland-Ticket)
Home office option. After probation period (6 months) we would offer 1 day working from home per week.
Independent work in a dynamic team with flat hierarchies and short decision-making paths.
A secure, long-term, and sustainable workplace in a renowned Japanese family business.
We offer stability, growth opportunities, and the chance to make a difference together.

#LI-JACDE #countrygermany

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