



PR/118649 | (Japanese Speaking) Sales Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1602488

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

July 14th, 2026 10:51

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: Japanese Company

Position: (Japanese Speaking) Sales Support

Location: Amsterdam (primarily onsite)

Salary: Depending on experience

Responsibilities

- Handle sales administration activities, including quotation preparation, order processing, delivery follow-up, invoice issuance, and payment tracking.
- Coordinate technical inquiries by working closely with relevant departments at the parent company in Japan.

- Serve as a liaison between customers and internal teams to ensure efficient communication and timely problem resolution.
- Support daily sales operations and contribute to maintaining high levels of customer satisfaction.

Requirements

- Valid authorization to work in the Netherlands.
- A minimum of 3 years of office-based work experience in a corporate environment.
- Native-level Japanese or equivalent proficiency, as the role involves regular communication with the parent company in Japan.
- Business-level English, as the role requires communication with customers and external stakeholders.
- Proficiency in Microsoft Office applications (Excel, Word, and PowerPoint) with the ability to use them effectively in a professional setting.

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK

#NT

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Company Description