

PR/087542 | Sales Assistant (m / f / d)

Job Information

Recruiter
JAC Recruitment Germany

Job ID
1604855

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Germany

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 01:00

General Requirements

Minimum Experience Level
Over 1 year

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

会社概要

日系印刷関連機器メーカーが、営業アシスタント(m/f/d)を募集しています。

職務内容

- 受発注処理
- ロジの手配・納品スケジュールの管理
- クライアント対応
- 在庫管理
- 請求書発行などの営業事務

応募要件

- MS Office(特にExcel)
- ビジネス英語 (ドイツ語できれば歓迎)
- 開始日：できるだけ早く

ご応募をお待ちしております。

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Company Description