



PR/087556 | Office Administrator & Sales Coordinator (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1605576

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

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

Company and Job Overview

Our client is a Japanese-owned international trading company specializing in industrial materials and components for the manufacturing sector. With operations across Europe and close collaboration with customers and suppliers worldwide, the company is seeking a proactive and organized Office Administrator & Sales Coordinator to support its Hamburg office.

Job Responsibilities

Office Administration

- Manage day-to-day office administration and general affairs activities
- Handle office supplies, facility management, and vendor coordination
- Maintain company records and support administrative procedures
- Assist in managing relationships with external service providers and local authorities as required

Sales Coordination

- Process customer orders and supplier purchase orders

- Coordinate order fulfillment and monitor delivery schedules
- Arrange shipments and liaise with logistics providers
- Prepare and maintain sales-related documentation and records
- Support communication between customers, suppliers, and internal stakeholders

Reporting & Internal Coordination

- Prepare and submit periodic reports and documents to headquarters
- Support management with administrative and coordination tasks
- Assist with data collection, documentation management, and ad hoc projects
- Facilitate smooth communication between local and international teams

Job Requirements

- Native-level German language skills
- Business-level English communication skills
- Previous experience in office administration, general affairs, sales support, or a similar administrative role
- Experience in order processing, sales administration, logistics, or customer service is advantage

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Company Description