



PR/087582 | Sales Administration & Import / Export Coordinator

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1609837

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

September 15th, 2026 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Applicants must have a valid working permit in Germany or European Union

Company Overview

Our client is the European headquarters of a globally recognized manufacturer of automated food processing machinery. Headquartered in Japan, the company has been supplying advanced food production equipment to customers worldwide for decades. The European organization has been operating in Germany since the 1970s and serves as the regional headquarters for Europe, the Middle East, and Africa (EMEA), providing sales, technical support, maintenance, and customer services.

The Düsseldorf headquarters includes a technical center where customers can develop and test new food products and production processes. Through its strong global network and industry-leading technology, the company has established a solid reputation within the food manufacturing industry.

This position has been created as part of a long-term succession plan to ensure a smooth handover from a highly experienced team member approaching retirement in the coming years.

Job Responsibilities

- Support order processing and sales administration activities
- Provide administrative support to the Sales Department
- Assist with quotations, invoicing, and sales-related documentation
- Coordinate import and export operations for machinery and spare parts
- Prepare and manage shipping, customs, and logistics documentation
- Communicate with freight forwarders, customs authorities, and logistics providers
- Arrange shipments and monitor delivery schedules
- Coordinate communication between customers, suppliers, and the headquarters in Japan
- Arrange business travel, including hotel and transportation bookings
- Maintain and update records within internal systems
- Perform general administrative tasks as required

Job Requirements

Required

- Business-level German language skills
- Experience in administration, sales support, order processing, logistics, or related fields
- Good knowledge of Microsoft Office (Excel, Word, Outlook)
- Strong organizational and coordination skills
- High level of accuracy and attention to detail
- Strong communication and interpersonal skills

Preferred

- Experience in import/export operations
- Experience in international logistics or shipping coordination
- Experience dealing with freight forwarders and customs procedures
- Experience within a manufacturing, industrial, or trading company
- English communication skills for an international business environment
- Experience working in a Japanese or international company

Personal Profile

- Reliable and responsible work style
- Long-term career mindset
- Service-oriented and supportive attitude
- Team player with strong interpersonal skills

- Ability to manage multiple priorities in a dynamic environment

What we offer

- Opportunity to work at the EMEA headquarters of a global market leader
- Stable and long-term employment with an internationally recognized Japanese company
- Comprehensive onboarding and product training
- International working environment
- 35-hour work week
- Monday to Friday daytime schedule
- Overtime paid separately
- Holiday bonus and Christmas bonus (13th salary)
- Company vehicle for business travel
- Long-term career development opportunities
- Small and friendly local team environment
- Extensive customer contact and independent work responsibility

#LI-JACDE #countrygermany

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Company Description