

PR/087592 | Vertriebsassistenz (m / f / d)

Job Information

Recruiter
JAC Recruitment Germany

Job ID
1611400

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Germany

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 14:00

General Requirements

Minimum Experience Level
Over 3 years

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

OVERVIEW
A global telecommunication and radio technologies provider with advanced systems and solutions in a variety of product lines in diverse industries. Now expanding their business in DACH countries.

KEY REQUIREMENTS:

- Minimum 3 years of experience in sales support, back-office assistance, or other related fields
- Business level in German and English communication skills
- Able to work 100% office-based

JOB RESPONSIBILITIES:

- The ideal candidate will demonstrate sales support activities for the sales and technical training teams in DACH countries
- Take ownership of sales administrative tasks such as maintaining sales documents, processing sales inquiries, arranging delivery and logistics, coordinating with clients, responding to complaints, and ensuring smooth operations.
- Be a central point of contact for client training arrangements, including coordinating on dates, venues, resources for training sessions, budget, participant lists, speakers, training facilities and materials, etc.
- Collaborate with internal and external stakeholders (sales, technical, logistics, procurement, clients, vendors, etc.)
- Execute sales support and training process improvements
- Maintain CRM data to ensure all client interactions, follow-up, and sales progress are correctly recorded

JOB REQUIREMENTS:

- The role requires experience in sales assistance, training coordination, or office support
- Skilled in organisation, time management, telephone manners, multitasking, attention to detail, building and maintaining relationships, interpersonal, and communication skills
- A team player with a great service mindset, flexible, enjoying supporting others, and solving problems

BENEFITS:

- Base salary: 40,000€ - 45,000€ per annum
- 25 days of annual leave
- 13th month bonus
- Additional health insurance
- Laptop and mobile phone provided

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Company Description