



PR/087623 | Accounting and Sales Support Staff, Part-time (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1616090

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

October 6th, 2026 10:32

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

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

Overview

A Japanese origin manufacturing company located in Central Düsseldorf is looking for a Accounting and Sales Support Staff, Part-time (m/f/d) to join their team.

Job Responsibility

- Supporting sales operations, including processing orders and maintaining customer records.

- Sales Reporting: providing weekly, monthly, and annual sales performance reports to support management and sales decision-making.
- Sales & Application Management: registering and updating sales conditions and managing promotional materials in compliance with relevant regulations.
- Congress & KOL Management: organizing congresses and exhibitions to enhance brand recognition and managing Key Opinion Leader (KOL) relationships and associated expenses.
- Performing other tasks reasonably assigned by the Employer that align with the Employee's role.

Requirements

- High fluency in spoken and written Japanese, and business proficiency in English
- +3 years of cooperate experience
- Business experience using Microsoft Office 365 suite (Word, Powerpoint, Excel)
- Business experience using SAP or other relevant ERM software is a plus

Benefits

- Up to 15 hours of working hours per week. Required to operate minimum of 4 days a week.
- 30-days paid holiday per year
- Highly accessible location in the central Düsseldorf

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description