

PR/087690 | Sales Assistant and Accounting Support (m / f / d)

Job Information

Recruiter
JAC Recruitment Germany

Job ID
1624027

Industry
Chemical, Raw Materials

Job Type
Permanent Full-time

Location
Germany

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 11:04

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 OVERVIEW
Our client is a globally recognized manufacturer of advanced materials and specialty chemicals, serving a wide range of industries including automotive, electronics, semiconductors, energy storage, and industrial applications.
With a strong international presence and a long-standing reputation for innovation, the company develops high-performance materials that support emerging technologies such as electric vehicles (EVs), power electronics, battery systems, and next-generation semiconductor applications.

JOB RESPONSIBILITIES

- Sales Support
  - Support the sales team with daily administrative activities.
  - Process customer orders and maintain order documentation.

    - Coordinate communication between customers, suppliers, logistics providers, and internal departments.
    - Manage contract-related and customer documentation.
- Administrative & Back Office Support
    - Provide general office administration and operational support.
    - Support correspondence with external service providers and business partners.
- Accounting Support
    - Assist with invoice processing and bookkeeping-related activities.
    - Support month-end closing preparation, etc.

JOB REQUIREMENTS

- No need operation experience, open for junior candidate
- Business level English
- Business level German

What's on Offer

- Home Office: 2days/week
- Working hours: 35H
- Full flex time, No core time
- Opportunity to join a global leader in advanced materials and specialty chemicals
- International working environment with regional responsibility
- Career development opportunities within a global organization
    - **Has successful internal transfers from Back Office functions to Marketing and New Business Development, demonstrating a strong culture of internal mobility.**
- Collaborative and professional workplace culture

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACDE

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