



PR/087008 | Office and Sales Administrator - English or Spanish Speaking (m / f / d)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント ドイツ

求人ID

1538535

業種

その他（メーカー）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年05月06日 10:32

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

The European adhesive and sealant application technologies company that provides hotmelt solutions and machinery to a variety of industries.

KEY REQUIREMENTS:

- Minimum 3 years of experience in customer service, sales support, or office administration
- Experience in ERP or CRM usage
- Business level in English or Spanish communication skills
- Able to work 100% onsite in Willich

JOB RESPONSIBILITIES:

- Provide support to commercials, technicians, business management and clients, attending their queries and requests for offers, as well as ensuring the correct management and expedition of processed orders:
 - Answer and proceed incoming customer inquiries
 - Collaborate with management and internal teams to stay updated on new products, services, and policies
 - Record customer information within the database
 - Engage with clients in a friendly and professional manner while actively listening to their concerns
- Manage office duties:
 - State documents and renewals
 - Account information required
 - Contact with external stakeholders for example waste management, energy providers, IT suppliers, etc.
 - Inventory control
 - Manage office supplies and equipment, stationery and other office supplies

JOB REQUIREMENTS:

- Proven professional experience in sales administrative, customer service, inside sales, sales support, or office administration is preferred
- Familiarity with Navision (ERP) or Salesforce (CRM) systems will be highly valued
- Obtaining a driving license class B will be advantageous
- Eligible to work in Germany

BENEFITS:

- 30 days of annual leave
- Laptop and mobile phone are provided

#LI-JACDE

会社説明