



PR/087008 | Office and Sales Administrator (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

1541303

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20日 12:51

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

COMPANY 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 German 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