



PR/118102 | Sales Administrator (Spanish, English speaking)

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イギリス

求人ID

1556783

業種

小売

雇用形態

正社員

勤務地

スペイン

給与

経験考慮の上、応相談

更新日

2025年11月25日 15:00

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

流暢

日本語レベル

無し

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

Our client is looking for a brand new Sales Assistant/Logistics Operation member.

About this position

Support sales activities in Spain and contribute to sales growth

Sales Assistance & Client Relations

- Process orders via email, phone, and systems with accurate and prompt responses
- Create, issue, and manage related documents (shipping instructions, tracking reports, invoices, etc.)
- Coordinate delivery schedules with internal departments (e.g., inventory) and collaborate with European office
- Preparing sales materials and analytical reports
- Support sales activities, including business trips (client store visits, event participation)
- Manage sales samples
- Prepare for and operate events (support in preparing and operating exhibitions, pop-up or collaboration events)

Logistics Coordination

- Order processing, data entry, and management of shipping and receiving operations
- Management of supplier databases, purchase records, and related documentation
- Gathering information on legal revisions related to domestic and international transactions and sharing it with relevant internal parties
- Calculating required quantities (production order quantities) based on data analysis of monthly shipping performance
- Handling returns

Other duties

- Other tasks as required by business needs (including creating and distributing proposals, reports, and other documents internally/externally; providing team support such as phone/email correspondence)
- 3+ years of practical experience in sales administration or logistics (including inventory management)
- Drive to build from the ground up in a startup environment
- Capability to proactively approach and interact with customers during client visits and event exhibitions
- Excel proficiency: VLOOKUP function and pivot tables
- Visa allowing employment in Spain
- Language Skills - Spanish: business fluent / English: business fluent
- Experience in the retail or wholesale industry
- Experience using Shopify
- Experience with inventory management or international shipping (especially import customs clearance)
- Japanese language skills

The salary range is around 28,000 to 35,000 Euros + company bonus.

Job Type: Full-time

Work Location: In person

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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会社説明