



PR/087193 | Sales Assistant

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

1556802

業種

その他（商社）

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09月02日 10:50

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

【Summary】

This Düsseldorf-based trading company has a long-standing history in the industrial materials sector, having evolved from a former division of one of Japan's leading general trading houses. Since becoming independent in 1981, the company has specialized in non-ferrous metals, semiconductor materials, and electronic components, serving a wide range of high-tech industries.

Its German office, established in 2007, operates with a small, close-knit team that values agility, trust, and long-term partnerships. The organization combines global expertise with a local, personalized approach to meet the needs of European clients.

【Position】

Sales Assistant

【Responsibility】

- ・ Preparation of contracts, shipping documents
- ・ Customer support regarding delivery
- ・ Inquiries via phone and email
- ・ Progress updates to relevant parties, including the head office
- ・ Handling inquiries via email

【Job Requirements】

Experience

- ・ Basic knowledge of international trade operations
- ・ Proficiency in Microsoft Office tools (Excel, Word, PowerPoint)

Strong plus

- ・ Experience in import/export of non-ferrous metals
- ・ Experience with systems such as SAP, Oracle, or Hamburg Software

Languages

- ・ German: Native level
- ・ English: Business level

【Working condition】

- ・ Salary up to EUR40000 per year
- ・ Full time(38,5h/per week)
- ・ Home office 2times a week
- ・ Annual leave 30days
- ・ Commutation to the office in Düsseldorf is a must

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会社説明