

ドイツの求人なら JAC Recruitment Germany

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10月28日 07:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

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

[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]

- $\boldsymbol{\cdot}$ 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