



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30日 09:01

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】

- 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

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.

Privacy Policy Link: <https://www.jac-recruitment.de/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.de/terms-of-use>

会社説明