



PR/087249 | Sales and Purchase Coordinator

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

1563247

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12月23日 13:00

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

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

A Japanese manufacturer of printing-related equipment based in Düsseldorf is seeking a **Sales and Purchase Coordinator (m/f/d)**. This position supports both sales and purchasing operations within the team.

Job Description

- ・ Order processing
- ・ Logistics coordination and delivery schedule management
- ・ Client communication and follow-up from order to delivery
- ・ Inventory management and regular stocktaking
- ・ Issuing invoices and other sales administrative tasks

Requirements

- Proficiency in MS Office (especially Excel)
- Experience with Sage 100 is a plus
- Business-level German&English
- Strong communication, negotiation, and presentation skills
- Experience in the AV or broadcasting cable industry is an advantage

Employment Conditions

- Start date: To be discussed
- Salary: Up to approx. 50,000 Eur /year
- Annual leave: 30 days

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