



PR/087373 | Logistics and Sales Assistant (m / f / d)

#### 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

1579731

#### 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

2026年02月24日 10:19

#### 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

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

##### Overview

We are supporting a Japanese chemical manufacturer with over 100 years of history, known globally for its specialty chemical products, including acrylic rubber and high-performance functional materials. The company operates across multiple regions worldwide and continues to expand its business, particularly in the pharmaceutical-related segment, which has become a major driver of global growth.

Their German subsidiary is a small and agile team, offering the opportunity to take on a wide range of responsibilities and play an integral role in daily operations.

##### Responsibilities

Manage import/export operations, including imports from Japan and deliveries to customers across Europe

Coordinate inventory with external warehouse partners

Review customer orders, manage delivery schedules, and prepare order confirmations

Create and issue quotations  
Communicate in English on a daily basis

#### Job Requirements

Minimum 3 years of experience in logistics, supply chain operations, or import/export  
Business-level English and German  
Experience interacting with customers and external partners  
Strong proficiency in Microsoft Office (Excel, Word, Outlook)  
Detail-oriented, organized, and able to manage multiple tasks  
Experience in a small international office environment is a plus

#### Benefits

Full-time role with standard working hours  
30 days of annual leave  
Hybrid work (1 day/week home office)  
Public transport ticket provided  
Compensation: approx. €48,000 p.a.

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会社説明