



PR/087381 | Sales Administrator - German / French speaking (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

1579738

#### 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06月02日 06:00

#### 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

流暢

#### 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

#### Company and Job Overview

Our client a leading international manufacturer of high-quality consumables for the printing industry, with production facilities and sales locations worldwide. Their customers particularly appreciate our consistently high product quality, customer-oriented service, and comprehensive technical support. Our client offer stability, growth opportunities, and the chance to make a difference. Their European sales offices, along with the corresponding production facilities, are located in Düsseldorf, Paris, Barcelona, and Leeds.

#### Job Responsibilities

Receiving, processing, and monitoring customer orders in the ERP system Dynamics NAV, considering all relevant requirements in the order fulfillment process.

Creating invoices and credit notes in the ERP system Navision.

Planning and coordinating logistics and transport in consultation with freight

Preparing individual offers in close coordination with the field sales team.

Handling complaints.

Preparing customs and export documents (EU / third countries).  
Responding to customer inquiries and complaints appropriately.  
Order-related correspondence with our international customers.

### Job Requirements

Successfully completed commercial training as a wholesale and foreign trade merchant or in the field of export & logistics.  
Ideally, several years of professional experience in a sales environment, supporting internal (field sales) and external positions (customers and suppliers).  
Proficient in MS Office applications.  
Experience with ERP systems, ideally Microsoft Dynamics NAV, is desirable.  
Excellent written and spoken German and French skills. Additional languages would be advantage.  
Team player with strong communication skills.  
Independent working style characterized by accuracy and customer orientation.

### Benefits

Competitive, attractive remuneration combined with a performance-oriented bonus agreement, holiday, and Christmas bonuses.  
Flexible working hours (flextime, working time accounts). 37.5 hours per week.  
30 days of vacation, plus paid additional leave on Christmas Eve & New Year's Eve.  
Free job ticket. (Deutschland-Ticket)  
Home office option. After probation period (6 months) we would offer 1 day working from home per week.  
Independent work in a dynamic team with flat hierarchies and short decision-making paths.  
A secure, long-term, and sustainable workplace in a renowned Japanese family business.  
We offer stability, growth opportunities, and the chance to make a difference together.

#LI-JACDE #countrygermany

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会社説明