



PR/087556 | Office Administrator & Sales Coordinator (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

1605576

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08月18日 04:00

応募必要条件

職務経験

1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

Company and Job Overview

Our client is a Japanese-owned international trading company specializing in industrial materials and components for the manufacturing sector. With operations across Europe and close collaboration with customers and suppliers worldwide, the company is seeking a proactive and organized Office Administrator & Sales Coordinator to support its Hamburg office.

Job Responsibilities

Office Administration

- Manage day-to-day office administration and general affairs activities
- Handle office supplies, facility management, and vendor coordination
- Maintain company records and support administrative procedures
- Assist in managing relationships with external service providers and local authorities as required

Sales Coordination

- Process customer orders and supplier purchase orders

- Coordinate order fulfillment and monitor delivery schedules
- Arrange shipments and liaise with logistics providers
- Prepare and maintain sales-related documentation and records
- Support communication between customers, suppliers, and internal stakeholders

Reporting & Internal Coordination

- Prepare and submit periodic reports and documents to headquarters
- Support management with administrative and coordination tasks
- Assist with data collection, documentation management, and ad hoc projects
- Facilitate smooth communication between local and international teams

Job Requirements

- Native-level German language skills
- Business-level English communication skills
- Previous experience in office administration, general affairs, sales support, or a similar administrative role
- Experience in order processing, sales administration, logistics, or customer service is advantage

#LI-JACDE #countrygermany

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会社説明