



PR/087592 | Vertriebsassistentz (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

1611400

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09月08日 10:45

## 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

A global telecommunication and radio technologies provider with advanced systems and solutions in a variety of product lines in diverse industries. Now expanding their business in DACH countries.

### KEY REQUIREMENTS:

- Minimum 3 years of experience in sales support, back-office assistance, or other related fields
- Business level in German and English communication skills
- Able to work 100% office-based

### JOB RESPONSIBILITIES:

- The ideal candidate will demonstrate sales support activities for the sales and technical training teams in DACH countries
- Take ownership of sales administrative tasks such as maintaining sales documents, processing sales inquiries, arranging delivery and logistics, coordinating with clients, responding to complaints, and ensuring smooth operations.
- Be a central point of contact for client training arrangements, including coordinating on dates, venues, resources for training sessions, budget, participant lists, speakers, training facilities and materials, etc.
- Collaborate with internal and external stakeholders (sales, technical, logistics, procurement, clients, vendors, etc.)
- Execute sales support and training process improvements
- Maintain CRM data to ensure all client interactions, follow-up, and sales progress are correctly recorded

#### JOB REQUIREMENTS:

- The role requires experience in sales assistance, training coordination, or office support
- Skilled in organisation, time management, telephone manners, multitasking, attention to detail, building and maintaining relationships, interpersonal, and communication skills
- A team player with a great service mindset, flexible, enjoying supporting others, and solving problems

#### BENEFITS:

- Base salary: 40,000€ - 45,000€ per annum
- 25 days of annual leave
- 13th month bonus
- Additional health insurance
- Laptop and mobile phone provided

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会社説明