



PR/087623 | Accounting and Sales Support Staff, Part-time (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

1616090

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10月06日 10:32

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

ネイティブ

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

Applicants must have a valid working permit in Germany or European Union

Overview

A Japanese origin manufacturing company located in Central Düsseldorf is looking for a Accounting and Sales Support Staff, Part-time (m/f/d) to join their team.

Job Responsibility

- Supporting sales operations, including processing orders and maintaining customer records.

- Sales Reporting: providing weekly, monthly, and annual sales performance reports to support management and sales decision-making.
- Sales & Application Management: registering and updating sales conditions and managing promotional materials in compliance with relevant regulations.
- Congress & KOL Management: organizing congresses and exhibitions to enhance brand recognition and managing Key Opinion Leader (KOL) relationships and associated expenses.
- Performing other tasks reasonably assigned by the Employer that align with the Employee's role.

Requirements

- High fluency in spoken and written Japanese, and business proficiency in English
- +3 years of cooperate experience
- Business experience using Microsoft Office 365 suite (Word, Powerpoint, Excel)
- Business experience using SAP or other relevant ERM software is a plus

Benefits

- Up to 15 hours of working hours per week. Required to operate minimum of 4 days a week.
- 30-days paid holiday per year
- Highly accessible location in the central Düsseldorf

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