PR/000028 | Customer Service Representative

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 オランダ

求人ID
1623483

業種
小売

雇用形態
正社員

勤務地
オランダ

給与
経験考慮の上、応相談

更新日
2026年11月17日 11:25

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
流暢レベル

日本語レベル
流暢レベル

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 Overview

An international company is seeking a Customer Service Representative to support customer service operations and order management activities across Europe.

Key Responsibilities

Manage the full order management process from order intake through delivery

Coordinate logistics arrangements and monitor delivery schedules

Handle customer inquiries and complaints in a professional and timely manner

Provide customers with accurate pricing and stock availability information

Prepare invoices and various order-related documentation

Prepare and distribute product information, certificates, and other administrative documents

Provide administrative and operational support to internal stakeholders and customers

Requirements

Must Have

Business-level proficiency in both German and English

Experience in customer service, sales support, order management, or a related administrative role

Strong PC skills, including Microsoft Excel

Valid authorization to work in the Netherlands

Nice to Have

Experience working with SAP

Experience in an international business environment

Ideal Candidate Profile

Highly organized with strong attention to detail

Able to work independently and take ownership of responsibilities

Curious, proactive, and eager to learn

Flexible and adaptable in a dynamic business environment

Salary

Competitive salary package, commensurate with experience and qualifications

※Please note that only shortlisted candidates will be contacted. Thank you for your understanding.

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