

PR/087690 | Sales Assistant and Accounting Support (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
1624027

業種
化学・素材

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11月24日 11:04

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 OVERVIEW
Our client is a globally recognized manufacturer of advanced materials and specialty chemicals, serving a wide range of industries including automotive, electronics, semiconductors, energy storage, and industrial applications.
With a strong international presence and a long-standing reputation for innovation, the company develops high-performance materials that support emerging technologies such as electric vehicles (EVs), power electronics, battery systems, and next-generation semiconductor applications.

JOB RESPONSIBILITIES

- Sales Support
    - Support the sales team with daily administrative activities.
    - Process customer orders and maintain order documentation.

    - Coordinate communication between customers, suppliers, logistics providers, and internal departments.
    - Manage contract-related and customer documentation.
- Administrative & Back Office Support
    - Provide general office administration and operational support.
    - Support correspondence with external service providers and business partners.
- Accounting Support
    - Assist with invoice processing and bookkeeping-related activities.
    - Support month-end closing preparation, etc.

JOB REQUIREMENTS

- No need operation experience, open for junior candidate
- Business level English
- Business level German

What's on Offer

- Home Office: 2days/week
- Working hours: 35H
- Full flex time, No core time
- Opportunity to join a global leader in advanced materials and specialty chemicals
- International working environment with regional responsibility
- Career development opportunities within a global organization
    - **Has successful internal transfers from Back Office functions to Marketing and New Business Development, demonstrating a strong culture of internal mobility.**
- Collaborative and professional workplace culture

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACDE

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