



Job Description

COMPANY OVERVIEW

A globally renowned leader in manufacturing and industrial solutions, this organisation is at the forefront of innovation across multiple sectors, including infrastructure, machinery, and materials. With a strong international presence and a commitment to sustainable growth, the company values clear objectives, professional collaboration, and long-standing relationships with clients worldwide.

JOB RESPONSIBILITIES

- Assist in preparing and managing sales processes, including generating quotations and handling order-related tasks.
- Build and maintain strong relationships with existing clients and partners through effective communication in German, English, and Japanese.
- Support the sales team in identifying new business opportunities and expanding the client base across the European market.
- Help coordinate and manage client meetings, product presentations, and negotiations.

- Collaborate with cross-functional teams, including logistics, production, and finance, to ensure smooth sales
 operations.
- Assist with administrative duties, including maintaining sales records, preparing reports, and following up on customer enquiries.

JOB REQUIREMENTS

- Strong command of German (C1 or above) and fluency in English.
- Intermediate to advanced proficiency in Japanese (minimum B2 level).
- Excellent communication and interpersonal skills, with the ability to work in a multicultural environment.
- Quick learner with the ability to adapt to new challenges and work in a fast-paced international setting.
- Proficiency in MS Office (Word, Excel, Outlook).

PREFERRED SKILLS AND EXPERIENCES

- A proactive and detail-oriented approach with strong organisational skills.
- Willingness to travel occasionally for client meetings and company events.
- Intercultural competence and an interest in global trade and industrial solutions.

BENEFITS AND OTHERS

- Annual Leave: 30 days of holiday per year.
- Flexible working arrangements, including partial remote work
- · Participation in international company events and client interactions

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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