



PR/086838 | Assistant Sales Manager at a trading company (m/f/d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1510643

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 18:49

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

We are seeking a dedicated and detail-oriented Assistant Sales Manager for Import and Export. The successful candidate will be responsible for managing customer inquiries, order tracking, and ensuring smooth execution and monitoring of orders. This role requires excellent communication skills and the ability to coordinate effectively between various departments and business partners.

JOB RESPONSIBILITIES

- Process customer inquiries and manage internal and external communication.
- Track orders with customers, manufacturers, and service providers.
- Execute, control, and monitor orders.
- Follow up on payment processes and manage the dunning procedure.

- Oversee quality management, including process monitoring and coordination.
- Willingness to travel as required.

JOB REQUIREMENTS

- Strong team-oriented cooperation and time management skills.
- Flexibility in handling customers, goods, and procedures.
- Proficiency in English (office language and most clientele are English-speaking).
- Valid Class B driver's license.
- High willingness to travel.

PREFERRED SKILLS AND EXPERIENCES

- Experience in sales and sales projects is desirable.
- Commercial vocational training in wholesale/foreign trade or comparable training is desirable.
- Professional experience in retail is an advantage.

BENEFITS AND OTHERS

- Performance-related remuneration.
- Individual professional development opportunities.
- Engaging and varied activities in an international environment.
- Comprehensive support during the introduction phase and continuous support from colleagues.
- Flexible working time arrangements, including the possibility of mobile working two days per week.
- Parking facilities.
- Attractive employee benefits.
- Holiday and Christmas bonuses.
- Working location : Düsseldorf

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.

Company Description