



PR/086863 | Mitarbeiter:in Sales Support

#### Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1515448

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

April 22nd, 2025 11:01

#### 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

**OVERVIEW**

A European national two-wheel vehicle distributor, providing multi-international brands of mobility solutions. The company have been expanding business over Europe.

**KEY REQUIREMENTS:**

- Experience as a sales administrator, sales support, sales assistant, or other related positions
- Fluency in German and English

**JOB RESPONSIBILITIES:**

- Responsible for administrative and sales support tasks to the sales team in Germany

- Prepare and process customers' enquiries, quotations, invoices, etc.
- Monitor stock inventory and product availabilities
- Support for inputting sales data, updating sales data, consolidating data, generating sales report
- Proactively follow up with customers on orders, delivery, and payment matters
- Contact German authority parties regarding product registrations
- Collaborate with internal and external stakeholders in Germany and headquarters ex. sales, clients, accounting & finance, warehouse, logistics & supply chain, etc.
- Assist in sales and marketing materials such as product brochures, catalogues, presentations, etc.
- Participate in company events is required for example sales events, trade shows, seminars, etc.

**JOB REQUIREMENTS:**

- At least 3 years of experience in sales administration, sales support, or sales assisting
- Interest in two-wheel business
- Able to work in fast and highly dynamic paces working environment
- Hands-on mentality, detailed-oriented, energetic, can-do attitude, collaborative, approachable
- Eligible to work in Germany

**BENEFITS:**

- Hybrid work (1-2 days home-office)
- 30 days of annual leave
- Laptop and mobile phone are provided

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Company Description