



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

February 25th, 2025 05:00

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

Company Description