



PR/117868 | Assistant Sales / Purchasing & Quality

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1527486

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 10:02

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

Position: Assistant Sales/Purchasing & Quality (Overseas business trip)

Salary: € 35,000 (Negotiable)

Location: Rotterdam, Netherlands

Language: Fluent English

Company: Japanese Manufacturing Company

[Responsibility] Overseas business trip 1 time a month on average.*

■Sales(Key Account Management)/Purchasing Duties

- Deal with quotations for customers and suppliers
- Sales and purchase price control, updating calculation documents to reflect the costs of raw material and transport
- Liaising with customers and suppliers, must be willing to take trips within

- Liaising and support with relevant departments within the company such as logistics department.
- Make monthly sales reports of the company

■Quality Duties

- Composing and submitting quality related documents
- Dealing with customer PPAP requests
- Monthly inspection of supplier samples
- Implementing organisation tools to record data (database, quality matrix etc.)
- Assisting with solving customer quality concerns/claims/general requests
- Assisting with day-to-day tasks related to quality and engineering
- Assisting with supplier management and problem solving
- Assisting with improving the structure of the quality department/data server

[Crucial Requirements]

- Experience in at least **Data entry and some knowledge about Quality Control**
- **Able to have business trips 1-2 times a month by aircraft**
- Able to commute to the office in Rotterdam every day
- Valid working visa in the Netherlands
- Speaks Fluent English
- Proficient in Microsoft Office (Excel & Outlook essential)
- Must have good organisation and communication skills in a small company

[Preferred Requirements]

- Engineering knowledge is a plus
- Speaks French or polish would be an advantage

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Company Description