



PR/086789 | Customer Support / SCM in Düsseldorf

## 募集職種

### 人材紹介会社

ジェイエイシーリクルートメントドイツ

### 求人ID

1507607

### 業種

物流・倉庫

### 雇用形態

正社員

### 勤務地

ドイツ

### 給与

経験考慮の上、応相談

### 更新日

2024年12月03日 10:31

## 応募必要条件

### 職務経験

3年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ビジネス会話レベル

### 最終学歴

短大卒：準学士号

### 現在のビザ

日本での就労許可は必要ありません

## 募集要項

### COMPANY OVERVIEW

A leading company specializing in the import and export of chemicals and plastics, as well as providing high-quality lenses and electronic products. As part of the global group, they are committed to delivering exceptional products and services to their clients.

### JOB RESPONSIBILITIES

- Order Processing: Accurately process incoming orders and ensure timely fulfillment.
- Logistics Coordination: Oversee shipments, collaborate with logistics partners, and monitor delivery schedules.
- Customer Support: Act as the primary contact for customer inquiries, offering prompt and professional assistance via phone and email.
- Inventory Management: Track inventory levels and coordinate with the procurement team to maintain optimal stock.

- Documentation: Prepare and maintain accurate records, including shipping documents, invoices, and inventory reports.
- Cross-Department Collaboration: Work closely with sales, procurement, and warehouse teams to ensure cohesive service delivery.
- Continuous Improvement: Identify opportunities to enhance processes and customer satisfaction.

#### **JOB REQUIREMENTS**

- Experience: 2-3 years in logistics, order processing, or a related field.
- Language Skills:
  - Fluent in English (required), proficiency in German is a strong advantage, Japanese language skills are a plus
- Technical Skills: Proficiency in MS Office Suite (Excel, Word, Outlook) and familiarity with ERP or order management systems.
- Soft Skills: Strong organizational and multitasking abilities, excellent communication skills, and a customer-oriented mindset.

#### **BENEFITS AND OTHERS**

- Working hours: 37.5h per week
- Home Office : Up to 2 times per week
- Paid leave : 30 days

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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会社説明