



## PR/086525 | Customer Service Representative (m/f/d)

### 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

1510522

#### 業種

その他（メーカー）

#### 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11日 18:47

### 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 Japanese manufacturer company is looking for a Customer Service Representative (m/f/d) near Frankfurt am Main.

#### JOB RESPONSIBILITIES

- Independent customer support and communication as well as customer master data maintenance
- Order processing, delivery preparation and invoicing
- Consignment stock management
- Procurement planning and ordering of goods from our suppliers, including communication with suppliers
- Monitoring delivery dates for incoming goods from the plants
- Monitoring of delivery backlogs (customer and supplier plants), arranging special transports incoming/outgoing
- Logistics support for the return of goods to our plants
- Complaints processing
- Monitoring open items and assisting with the collection of outstanding payments
- Creation of internal/external credit notes/debits
- General administrative tasks such as preparing reports for internal meetings or forecasts in coordination with the sales team

## **JOB REQUIREMENTS**

- Completed commercial training with practical work experience in order entry, customer service and/or internal sales; ERP systems are an advantage
- Confident knowledge of Excel and Word; AS400 would be an advantage
- Fluency in German and English (oral and written), Japanese is advantageous
- Systematic and independent way of working
- High communication skills, flexibility and commitment
- Competent and confident telephone manner and strong customer orientation

## **BENEFITS**

- Work-life balance through opportunities for flexible working and overtime compensation
- A varied range of tasks in an international working environment
- Employee benefits, travel allowance, capital-forming benefits, company pension scheme
- Wide range of employee events
- Individually customizable models of on-site and mobile working

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