



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

1512910

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

2025年02月04日 23:00

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.

会社説明