



PR/086863 | Mitarbeiter:in Sales Support

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

1515448

業種

自動車・自動車部品

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01月28日 01:00

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

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

会社説明