

## Sales Administrator (m/f/d)

Düsseldorf

Our client is a global active Japanese trading company. The company is currently looking for a Sales Administrator (m/f/d) for their back-office team in Düsseldorf.

### Your tasks

The position holder is responsible for managing the entire order handling process for import, export, and triangle export business, from order receipt to payment control, including logistics arrangements in Europe and overseas. Your tasks include:

- Handling order processing for import, export, and triangle export business, including issuing all necessary documents on time.
- Coordinating logistics (sea, air, and road transport) to ensure timely delivery from suppliers to customers, and checking transport documents, such as Bill of Lading and Packaging List, issued by the forwarding company.
- Managing inventory and overseeing stock levels and maintaining related tools and databases.
- Issuing invoices, applying for credit limits and insurance, monitoring payments, and managing the dunning process.
- Communicating with suppliers and customers about inquiries and orders, with occasional visits to suppliers alongside customers.
- Providing sales figures and various reports for the sales team and management and offering general support to the sales staff and manager.

### Your profile

- Completed University degree or vocational training
- First logistic or sales assistance experience necessary
- Experience with the export and import of products
- Customer communication skills, with the ability to effectively collaborate with cross-functional and international teams, suppliers and customers
- Language skills: English business fluent, good knowledge of German, Japanese skills very welcome
- Excellent communication and organizational skills

### Benefits

- Permanent full-time position (38,5 hours/week) in an international corporation
- Hybrid working model with flexible working hours
- 30 days' vacation as well as extra vacation days on Christmas, new year and carnival
- Additional social benefits such as company pension scheme & accident insurance
- Start: Immediately (negotiable)

### Contact

If you have any questions regarding this position, please contact Katrin von Bock under +49 211-749 686-31. We look forward to receiving your application!

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