

International Consultants for Human Resources Management

We are an international team of consultants based in Düsseldorf supporting companies in all aspects of human resources management.

Our Japan Desk at Fischer HRM is successfully filling positions for Japanese companies from various industries in Germany, Europe and world wide.

If you are interested in a career at a Japanese company, please don't hesitate to get in touch!

Your contact:

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Sales Assistant (m/f/d)

The Company

Our client is a Japanese company and leading manufacturer of Electronic components and industrial as well as consumer type batteries.

The Company holds strong positions in the Global markets for Alkaline, Lithium primary and Ni-MH rechargeable batteries and is a strategic OEM supplier to numerous well known Fortune 500 brands. For their European sales office in **Aschheim** they are looking for a motivated employee to support the internal sales team.

Objectives, Tasks and Responsibilities

- Correspondence with customers in Germany and abroad concerning the product pallet batteries
- Order taking (including acceptance, inspection and confirmation of incoming customer orders and the control of time delivery and time payments)
- Tracking shipments and keeping the customer informed about the new deliveries as well as the preparation of delivery and credit notes
- Controlling and updating customers and pricings within the computer system as well as preparation and maintenance of the price list in Excel
- Payment control of customer credit limits and payment income for customers with payment in advance as well as preparing the dunning letter in cooperation with the accounting
- Prepare sample shipment in cooperation with sales, purchasing and design

Your Profile

- Good organizational skills, attention to detail as well as a flexible, 'Can-do' attitude
- Ability to work independently, as well as in close cooperation with an international team
- Good command of the German and English language, Japanese is welcome but not mandatory
- Software operating skills for MS Office programs (Excel, Outlook)

Further Information

- The position is a full-time position on a 1 year fixed term contract.
- Gaining experience in Inside Sales at a Japanese company opens many doors and your will be very much in demand on the job market!

We look forward to your application!