



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational glass manufacturer located in Amstelveen, we are looking for a*

## **Sales Administration Support, Amstelveen (986) Fluency in Japanese and English, full-time**

### **Company information**

Our customer is a manufacturer of glassware. Their office is located in Amstelveen, with HQ in Japan.

### **Job description**

As Sales Administration Support, you will be responsible for:

- Corresponding by email, phone and video with distributors and the HQ in Japan
- Preparing quotations, invoices and shipping documents
- Handling purchase and sales orders
- Providing distributors and potential new customers with information
- Assisting with stock inventory management
- Supporting with office administration

### **Job requirements**

In order to qualify for this versatile and challenging position, you are required to have the following criteria:

- Fluency in Japanese and English is essential. Dutch is a strong advantage, any other European language is a plus
- Experience with either account management and/or order processing
- Attention to detail, punctual and well-organized
- A good knowledge of and/or experience in logistics is a plus
- High standard of working ethics
- Communicate effectively and professionally
- Good knowledge of MS Office
- Knowledge of Japanese business culture
- The ability to maintain a professional relationship
- Excellent team player
- Valid work permit (mandatory)

Are you looking for a new challenge in your career? Please send your CV to Izumi Sawada ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)) or call +31 6 3013 7769.