



## About Nippon Recruitment

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies or companies doing business with Japan. On behalf of our customer, a global supplier of office products, we are looking for a*

### **Sales and Administration Support Amstelveen, Fulltime (3 months), English**

#### **Company information**

Our customer is a Japanese company with subsidiaries all over the world. The European HQ is based in Amstelveen. They provide sales and technical support to all customers in Europe.

#### **Job description**

Business order:

- Order entry
- Product import/shipping arrangement to customers
- Product processing arrangements (processing instructions to subcontractors)

Sales support:

- Internal and external email communication with customers
- Customer care (answering for inquiries about their order from customers etc.)
- Creating sales materials, a quotation, and technical data/environmental survey materials

Warehouse business support:

- Preparing and dispatching samples
- Supporting product packing/shipping preparation

#### **Job requirements**

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

- Fluent in English (both speaking and writing), Dutch is a plus
- Experience in logistic control (incl. export/import of the products)

#### **Contract**

This is a temporary contract for **3 months**

Are you looking for this international and challenging role, then please send your CV to Yuko Shiraiishi (yuko@nipponrecruitment.com) or call + 31 6 1209 5768.