## About Nippon Recruitment

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational trading company located in Amsterdam, we are looking for an*

## Sales Administrative Coordinator, Amsterdam (1054)
### English and Japanese, Fulltime

## Company information

Our customer is a Japanese multinational trading services provider. They're mainly operating in the fields of steel, metals, recycling, and food.

## Job description

As Sales Administrative Coordinator, you will be responsible for:

- Sales Administration including all documentation tasks
- Coordinating and handling customer requirement, enquiry and feedback
- Coordinating, handling sales and the company's other office requirements
- Issuing Contract, Sales Invoice, DN/CN and applying Marine Insurance
- Filling out payment application and managing account receivable/payable
- Monitoring cargo movements and make sure to deliver them on time
- Coordinating and handling claim issue and its compensation in time
- General Affairs
- Assisting the director and the manager

## Job requirements

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

- Bachelor's degree or higher
- Fluency in English and Japanese, any other European language is a plus
- Proficient with e-mail, Microsoft Office applications and general IT systems
- Knowledge in trading and shipping business
- Knowledge in filling documentations, and administrative tasks
- Interpersonal communication skill and a multi-tasking skill
- Flexibility in the change of work and adapting clients' needs
- Ability to work independently under minimum guidelines
- Strong planning and organization skills
- Strong analytical and problem-solving skills
- Willing to work extra hours if required
- Interest in Japanese culture

Are you looking for this broad and challenging role? Please send your English CV to Sonu Park (application@nipponrecruitment.com) or call +31 6 2137 8832.