



About Nippon Recruitment

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

Sales Administrator, Amsterdam (1065) Full-time, English

Company information

Our customer is a global wholesaler, who serves a growing number of Asian-European distributors, restaurants and catering firms. Every day, they deliver healthy, safe, high quality Asian food products across the continent from their strategically located distribution centres.

Job description

As Sales Administrator, you will be responsible for:

- Contacting with European group sales companies
- Registering received goods
- Contacting with customs brokers
- Requesting for product arrangements with a shipping company
- Responsible for procedures for filing liquor tax returns to the tax office
- Taking care of telephone calls from customers and customs brokers
- Processing orders from customers

Job requirements

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

- At least 1-3 years of inside sales and administrative experience in a similar role
- Fluency in Dutch and English, both oral and writing
- Valid work permit in the Netherlands
- Available to commute to the office

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