



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a developer of quality toys for children located in Amersfoort, we are looking for a*

## **Sales Assistant International sales, advanced Excel-skills**

### **Company information**

Our customer develops and distributes electronic toys for children. Due to their international expansion and presence in Hong Kong, they are looking for a Sales Assistant, speaking both Dutch and English.

### **Job description**

In this role, you provide professional support to management and to sales and marketing colleagues with all secretarial, administrative, organizational and office tasks. As a Sales Assistant, you feel at home in a commercial, international and dynamic environment where no day is the same. You keep the overview and are able to multitask. You work accurately and you have a flexible working attitude.

- Providing support to Management, Sales & Marketing
- Monitoring deadlines, preparing meetings and agenda management
- Contact to (international) customers
- Prepare sales conversations, ensuring proper follow-up of the resulting actions
- Ensuring timely delivery of product data, collecting and processing these data and coordinating information flows

### **Job requirements**

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

- Bachelor level of working and thinking
- Relevant experience in an international business environment
- Fluent in Dutch and English
- Advanced Excel skills
- Accurate and punctual, with great numerical skills

Are you looking for the second step in your career, with an expanding toy developer? Please send your CV to Gert-Jan van der Lei ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)) or call: + 31 6 21257183.