



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a subsidiary of a multinational manufacturer of industrial applications located in Eindhoven (NL), we are looking for a

Customer Service Administrator, Eindhoven Thermal Interface Materials, English, International

Company information

Our customer is an industry leader in the manufacturing and distribution of Thermal Interface Materials.

Job description

- Liaising with Production/Warehouse Operators
- Processing Sales Orders and related Purchase Orders
- Acknowledging Customer Orders
- Responding to Customer enquiries
- Generating invoices
- Ordering & receiving stock
- Monitoring and maintaining stock levels through Customer Portals
- Generating Production orders and supporting documents
- Updating Order Production Schedule for processing of orders
- Preparing orders for despatch with warehouse staff – involves some heavy lifting
- Liaising with NNR 4PL facility in Netherlands to arrange shipments
- Booking courier services

Job requirements

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

- Sound communication skills, both written and verbally
- Confident in mathematics
- Experienced in Microsoft Word and Excel
- Good knowledge of ERP Systems
- Import and Export experience beneficial
- Ability to work independently or in a team
- Good timekeeping and organisational skills
- Ability to work under tight deadlines
- Good command of the Dutch and English language, both spoken and written
- "Can do" attitude

Are you looking for the role of a pioneer and aiming to join our customer, then please send your CV to mrs Sonu Park, application@nipponrecruitment.com).