



## **About Nippon Recruitment**

*Nippon Recruitment specializes in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational automotive supplier located in Rotterdam, we are looking for an*

### **Customer Service Assistant (1252), Rotterdam Customer Service, English, Fulltime**

## **Company information**

Since its establishment in the early seventies of the last century, our customer has contributed to the growth of the automotive industry through the development of new products with an unfaltering commitment to "fastening" throughout all its processes to meet the needs of its customers.

## **Job description**

Customer Service Duties:

- Confirming receipt for Customer Sales Orders and inputting onto SAP system
- Dealing with urgent customer orders
- Sending delivery confirmations to Customers
- Updating Customers on a weekly basis with excel delivery confirmations
- Using Supply On system to retrieve and process Customer Sales Orders and input Advance Shipping Notification
- Regular communication with warehouse to ensure smooth running for customer collections
- Issuing weekly Sales Invoices
- Any other Customer Service duties as and when required
- Supporting other company departments on request

## **Job requirements**

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

- Fluency in English
- Good interpersonal and communication skills
- Previous experience with data entry and administration is essential
- Excellent MS Office skills (especially Excel and Outlook)
- Excellent attention to detail, analytical skills and problem solving approach
- Ability to work individually as well as in a team setting
- Experience with SAP is a plus

Are you looking for this broad and challenging role? Please send your CV to Andra Ordean (application@nipponrecruitment.com).