



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a machinery demolition company, located in Rotterdam, we are looking for a

Sales Administrator (Full Time), Rotterdam (1249) Construction Machinery, Dutch & English speaker

Company information

Our customer is one of the biggest manufacturing companies in the construction industry in Japan. They are expanding rapidly and aim to grow in Europe, with European HQ in Rotterdam and the global HQ in Tokyo, Japan.

Job description

As Sales Administrator, you will be managing sales admin work, including preparing documents and contacting external parties with the knowledge about the construction industries.

- Making documents such as Sales Order, Order Confirmation, Purchase order and Shipping documents
- Answering emails and calls from Dealers, Customers, Suppliers, Vendors etc.
- Conducting Sales Admin Work like Stock management, Deliveries etc.
- Assisting with the collection of account receivables
- Filing of documents related to Sales, Purchase and Administration
- Maintaining and updating documents related to Sales/Purchase/Internal administrative work
- Ensuring sales targets are met and report any deviations
- Assisting with sales promotion related works (brochures, sales materials, events such as national and international exhibitions)

Job requirements

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

- Fluency in Dutch & English (preferably another language like German, Spanish or French)
- Strong communication skills
- Basic Accounting & Legal knowledge
- Experience in the construction equipment industry
- Skills in Microsoft Office
- No VISA support offered

Are you interested, then please send your CV to Andra Ordean at application@nipponrecruitment.com.