Job Description

1) Company profile
   German subsidiary of a global enterprise, Top-tier feed and food additives distributor
   More than € 200 million of turnover in Europe, and €15 billion over the world

2) Position
   Sales Assistant (Entry Level) of a Sales team

3) Salary
   Negotiable

4) Position summary
   This position partners with Sales Managers providing administrative support to Sales Team to maximize our revenue potential and professional customer service. The position requires multi-tasking ability, advanced communication and time management skills. The sales administrator reports to sales mangers and to product managers.

5) Job Duties
   (1) Sales order processing
      • Process customer orders and communicate with buyers to ensure accurate and timely delivery of orders, creating order instructions
      • Prepare contracts and file records
      • Manage call-off, monitoring open contract and communicating with customers
      • Manage delivery process and issue invoices
      • Coordinate with SCM and warehouse for on-time shipment
   (2) Customer relationship
      • Maintain customer data base and special order instruction
      • Telephone enquiries – taking calls as they come into the department and either dealing with the query or passing the information to the relevant staff members
      • Support claim process
   (3) AR collection
      • Follow-up customers’ payment schedule and communicate with customers
      • Monitor customers’ credit limits and coordinate new transactions over the limits
   (4) Reconcilement
      • Preparing outstanding statement
      • Paperwork relating to sales process be kept up to date, filed, maintained in organized manner
   (5) Others
      • Other general sales administrative tasks

6) Job Requirements
   English Resume
   High School Diploma or above / Bachelor’s degree and related field is preferable
   Commercial education / Experience of 1~2 years is preferable
   Language skills – German and English
   Intermediate or advanced knowledge of Microsoft office programs – Excel and Word
   Excellent organization and analytical skills
   Communication skills
   Able to meet due date and keep various time schedules
   Able to work as a team member and support team goals