

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 managers 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) Reconciliation

- 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