

YOKOHAMA Industrial Products Europe GmbH is a subsidiary of YOKOHAMA RUBBER LTD, Japan, one of the world's leading tire manufacturers and manufacturers of marine hoses and fenders. Yokohama Industrial was founded in Düsseldorf in 2009 and is responsible for the distribution of YOKOHAMA marine hoses, ship fenders, hydraulic hoses and adhesives for the automotive industry in the EMEA economic region.

Working Tasks

1. Follow up of customer orders; correspond with international customers
2. Control of timely delivery in co-operation with the HQ in Japan
3. Preparing, processing and follow-up of the payment terms (akkreditive); preparation of delivery notes and invoices
4. Producing orders, Delivery notes and invoices in SAP
5. Follow up of credit collection
6. General secretary work for the office, material management

Professional Requirements

Vocational training as Industrial Clerk or similar
Experienced user of SAP ERP FI/SD
Business English
Profound knowledge of MS Office, especially Excel
Experienced in cooperation with customers

Personal abilities

Excellent self management
Team player and stress resistant
Excellent working attitude and structure
Customer and service orientated
Flexible

Potential development to "Inhouse Sales Representative" possible

Immediate start, fulltime 38 hours/week