



Daikin Chemical Europe GmbH

Job Description: Sales Assistant (m/f/d)

Since 1933, DAIKIN Industries has been involved in the research and production of fluorochemicals and is one of the world's foremost manufacturers of fluorochemical products today.

Daikin Chemical Europe offers a wide range of high quality products with applications in automotive, semiconductors, health care, renewable energy, consumer cookware, wire and cable, textile and fabric treatment, paper and packaging, optics and displays, coatings and more. The European Headquarter Daikin Chemical Europe GmbH in Düsseldorf is responsible for sales, technical service and marketing,

Assignment

As Sales Assistant (m/w/f) you will assist and support the Sales Manager in all sales team related matters like reporting, applications and administrative tasks.

Responsibilities

- Preparation and distribution of sales and stock related information
- Supervision of stock, allocation and shelf life of materials
- Preparation of applications for sales related topics (e.g. pricings, sampling)
- Communication with customers regarding sales related topics (forecasts, certificates, technical information)
- Close communication with other business units as well as accounting team
- Preparation of business fairs
- Writing reports and drafting presentations
- Cooperation and responding to internal inquiries from Customer Service Team
- Performing general supportive administrative tasks for the business unit

Education

Business administration, Export/Import Clerk, merchant in wholesale and foreign trade

Personal Requirements

- Experience in Customer Service, Sales, Export/Import
- Ability to engage in multiple tasks and prioritize accordingly
- Good command of MS office software application
- Experience with SAP an advantage
- Self-motivated and comfortable working as part of a team
- Excellent communication and writing skills in English, German. Good skills in Japanese Language skills preferable

Others:

The position is on a part time basis up to 30 hours/week with the opportunity to extend to full time