



**CRESTEC Europe B.V.** is a branch office of the CRESTEC Group, a Japanese major market leader in multilingual documentation engineering with an extensive network of 32 offices around the world. For our multinational customers, we translate, localize and print the content for hardware and software user's guides, software user interfaces, websites, online help files, and other technical documentation in a broad range of subject matters. Crestec Europe is known for the quality of its products and is a QMS (ISO 9001) and ISMS (ISO 27001) certified company with a team of about 35 members and we work according to the Plan-Do-Check-Act model.

For our office in **Düsseldorf, Germany**, we are looking for a

## **SALES ASSISTANT**

**(Full time 40 hours/week)**

### **JOB DESCRIPTION**

- Keep the customers satisfied by arranging the delivery of good quality products;
- Prepare quotations and internal administration sheets;
- Create profit for the company by following the company policy decided by management;
- Develop new clients;
- Customer support and sales promotion;
- Project coordination.

### **REQUIREMENTS**

- University degree or equivalent qualification, preferably in Japanese;
- 1 or 2 years of experience in sales or account management, preferably in the translation or printing industry;
- Excellent command of Japanese, German and English language (written & spoken);
- Good working knowledge of Microsoft Office suite, especially PowerPoint and Excel;
- In possession of a valid work & residence permit for Germany;
- In possession of a driving license B.

### **SKILLS**

- Excellent communication skills and a strong professional attitude towards clients and suppliers;
- Ability to manage and prioritize multiple projects at the same time;
- Good organizational and time management skills;
- Pro-active, self-starter and able to work independently;
- Open minded and willing to work in an international business environment.

### **APPLICATION**

Crestec Europe is known for the quality of its products. We are looking for people who don't settle for average. Striving for excellence, improving your own performance and exceeding our customers' expectations are key values at Crestec Europe.

If you fit the profile and requirements, please send your motivation letter and CV in English to our HR Officer Ms. Martien Meenhorst at [recruitment@crestec.nl](mailto:recruitment@crestec.nl).

Due to the large number of applications we receive, we regret that only shortlisted candidates will be notified. If you do not receive a reply to your application within 1 month, your application has not been shortlisted.

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