



Sales Administrator - Japanese speaking (m/f/d)

The listed Japanese MinebeaMitsumi Group with its approximately 100,000 employees in 90 globally operating companies is a manufacturer of components for a wide range of applications used in the production of motor vehicles, in aerospace, medical technology, in the IoT sector and in other industries. NMB-Minebea-GmbH in Langen near Frankfurt a.M. with its approx. 200 employees is the sales headquarter of the MinebeaMitsumi Group in Europe, in addition to the sales locations NMB-Minebea U.K. Ltd, NMB Italia S.r.L. and NMB-Minebea S.a.r.l. (France).

We are looking for a Sales Administrator (m/f/d) for our administration department with the following requirement profile:

Your tasks:

- Assistance of Administration Manager
- General assistance for administration related job including summarizing sales figures, account receivables overdue and inventory overdue
- Collecting all budget and forecast data including sales and purchase from all sales representatives in Europe
- Summarizing total overview of budget including sales, SG&A, inventory and headcount
- Preparing various necessary management reports to be submitted to HQ in Japan and other MinebeaMitsumi locations worldwide
- Communication support among local personnel, business units, other indirect teams and Sales HQ in Japan

- Considering improvement of work such as making documentation (manual) of the procedure, establish new data base and system, etc.

Your profile:

- 2-3 years of job experience in similar position
- Fluent in English and Japanese
- Microsoft Word, Excel, PowerPoint , Excel Macro knowledge an advantage
- Good communication skills
- Dedicated and committed personality

We offer:



Mitarbeitererevents



kostenloser Parkplatz



Urlaubs- und Weihnachtsgeld



Internationales Unternehmen



Gutes Betriebsklima

Have we aroused your interest? Then please apply directly via our application form.

MinebeaMitsumi
Passion to Create Value through Difference

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Ihr Ansprechpartner

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