

Job/ 職種	Sales Assistant
Date/ 掲載日	8.9.2017
Employment/ 勤務形態:	Part-time パート・タイム
Contract/ 雇用形態:	Regular employee 正社員
Industry/ 業種:	Others その他
City/ 勤務地:	Düsseldorf
Country/ 勤務国:	Europe ヨーロッパ
Company/ 企業:	TOK, Inc. is a Japanese midsize company producing small parts like bearings, dampers, limiters, clutches and others. TOK has a very deep production from the development, producing its own tools, all the plastic-parts and the final product.
Tasks/ 業務内容:	<ul style="list-style-type: none">• Research of new industry trends• Creating Marketing-Material• Communication with HQ in Japan and factories in China in Japanese• Communication with customers in English• Translating of reports into Japanese• Translating and summarizing Japanese documents into English• Updating the homepage (Japanese and English)• Contacting new potential customers by mail and phone• Write and send newsletters to European customers• Update customer data in the CRM-system• Prepare Sales-strategies in accordance with the

	<p>Branch Office Manager</p> <ul style="list-style-type: none"> Organize Business trips (itineraries, hotels, flights, etc.) Other office-work in accordance with the Branch Office Manager and the HQ in Japan
Skills/ 資格:	<ul style="list-style-type: none"> Japanese: native language English: business level German: preferable 3 years business experience in Europe Sales-experience preferable PC-skills (Word, Excel, PowerPoint), Lotus Notes preferable
Soft-skills	<ul style="list-style-type: none"> Open minded Friendly Customer-oriented thinking Innovative Team-player with intercultural competence
Others / その他	<p>We offer:</p> <ul style="list-style-type: none"> International business Family-friendly environment Participation in project-management from first inquiry to mass-production
Start	Asap
Contact	<p>Thomas Stein TEL: +49 211 9350 131 E-Mail: thomas.stein@tok-inc.com</p>