

Asahi Intecc Co., Ltd. is a Japanese multinational with manufacturing sites in Japan, Thailand, Vietnam and the Philippines, and sales offices in Japan, The Netherlands, The United States, UAE, China, Hong Kong, Singapore, South Korea, India and Brazil. The core of our business is the research and development of high-quality stainless-steel wires for medical and industrial applications. Asahi Intecc is highly regarded in the industry and enjoys a high market share globally.

One of our major sales offices, Asahi Intecc Co., Ltd. Europe, is currently looking for an Sales Assistant to support the activities of the European OEM & Components division.

Job Description – Sales/Accounting Assistant (Full Time)

This is the combined task for Sales (70%) and Accounting (30%) assistant. The role of the Sales/Accounting assistant is to perform daily administrative and customer service-related tasks which include the following:

- Handling purchase orders and shipments
- Preparing and releasing invoices
- Customer registration procedures
- Responding to order and shipment-related inquiries
- Sales data input
- Handling expense reports
- Making minutes of the meeting
- Communication between the Europe office and Japan-based offices
- Financial input for the involved sales division

Requirements

Candidates are required to have the following skills, characteristics and qualifications:

- Good command of English and native Japanese language, both verbally and written (mandatory)
- Experience with logistics-related work and/or order processing
- Good knowledge of Microsoft Office software (Microsoft Excel in particular)
- Attention to detail, being able to handle procedures that require high level of precision
- Well-organized and can process given tasks and projects on time
- Has high standards of work ethics and the ability to maintain a professional relationship with peers, supervisors and subordinates
- Holds HAVO (or equivalent) or higher education diploma
- Holds valid EU work and residence permit (mandatory)

About Asahi Intecc Europe Office

Asahi Intecc Co., Ltd. Europe offers challenging, independent and dynamic working environment in a multicultural setting. We offer competitive salary and additional benefits. Moreover, Asahi Intecc

Europe is located in an outstanding location in the World Trade Centre right at the heart of Amsterdam's business district, well-served by public transport.

If you are interested in the job, please send your application letter and CV by 29 February 2020. After screening, candidates will be invited for an interview which will be held in March. The employment of the successful candidate will start from April 2020.

Asahi Intecc Co., Ltd. Europe Office

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