

10/January/2022

HANWA EUROPE B.V. Amsterdam Office

Recruiting for Sales Administrative Coordinator

For METAL RECYCLING & PRIMARY METALS Dept.

Job Description

- Sales Administration including all documentation works.
- Coordinating and handling of customer requirement, enquiry and feedback.
- Coordinating and handling of sales and company's other office requirement and communication.
- Issuing Contract, Sales Invoice, DN/CN and applying Marine Insurance
- Fill out payment application and manage account receivable/payable.
- Monitor cargo movements and make sure the on time delivery
- Coordinating and handling of claim issue and its compensation in time.
- General Affairs
- Assisting the director and the manager

Skills/Qualifications

- Knowledge of trading and shipping business
- Knowledge in using: Microsoft Word, Microsoft Excel, and Power Point etc.
- Knowledge in filling, documentations and administrative works.
- Ability to work independently with minimum guidelines as a good team player.
- Possess good communication skill, able to multi-tasking and self-motivated.
- Possess a positive working attitude and willing to continuously learn and improve.
- Flexible work style, adapting changing work and client needs.
- Strong sense of responsibility
- Strong planning and organizational skills.
- Strong analytical and problem resolution skills.
- Working extra hours if required to ensure company business objectives are met.

Special remarks

- Fluent in English (additionally any other European languages are advantage)
- Japanese is not mandatory, but person who is at least interested in Japanese culture is preferred
- Serious but able to have fun

End