Job Title: Sales Assistant - Full-Time

Focus Areas: Europe, Asia, United States
Offices: Bremen (Germany), Shanghai (China), Singapore (Singapore), Remotely

Are you looking to jumpstart your career in sales within a dynamic and globally recognized trading company? We are seeking a dedicated Sales Assistant to support our Sales Manager in the exciting field of aluminum and non-ferrous metals (NE metals). Join us and develop your skills in a international environment.

Your Role and Responsibilities:

- Customer Support: Assist in expanding and maintaining customer relationships, ensuring prompt and effective communication.
- Sales Strategy Assistance: Support the Sales Manager in developing and implementing innovative sales strategies.
- New Customer Acquisition: Aid in identifying and reaching out to potential new customers.
- Inquiry Handling: Help process customer inquiries, providing accurate information and timely follow-ups.
- Documentation and Reporting: Prepare decision papers, presentations, reports, and minutes to support sales initiatives.
- Order Processing Monitoring: Assist in overseeing order processing to ensure seamless operations.

Your Profile:

- Professional Experience: Some experience in sales or customer service, preferably in a B2B environment.
- Skills: Strong organizational skills and a certain affinity for numbers.
- Technical Proficiency: Good knowledge of English and MS Office; familiarity with SAP is a plus.
- Personal Attributes: Proactive, detail-oriented, and capable of working independently while supporting a team.

What We Offer:

- Home Office: Enjoy the flexibility of working from home with our supportive remote working model.
- Flexible Working Hours: Benefit from a work schedule that adapts to your personal needs, promoting work-life balance.
- Special Payments: Attractive bonus arrangements to recognize and reward your achievements.
- Professional Development: Access to various training opportunities to enhance your skills and advance your career.
- If you are passionate about sales and eager to shape your professional future, we would love to hear from you. Apply now to join our team as a Sales Manager (m/f/d) and embark on an exciting career journey with us.

European Office & HQ	Singapore Office	China Office	America Office
Parkallee 32 28209 Bremen Germany	25 International Business Park, # 02-13 German Centre, 609916 Singapore	Room 8001, 8th Floor, 580 West Nanjing Road, Jingan District, 200041, Shanghai, P.R. China	New Jersey United States