



## **Sales Assistant, Hilversum area**

**Fluent in Dutch and English**

### **About company**

Our client is an international Japanese trading company based in the Hilversum area. They are currently seeking a motivated and detail-oriented Sales Assistant to support their sales team in a dynamic and international environment.

As a Sales Assistant, you will play a key role in supporting the sales process from start to finish. Your responsibilities will include stakeholder communication, preparing sales materials and handling sales administration. You will also assist in organizing meetings and events.

Working in a small, collaborative team, you will have the opportunity to gain hands-on experience and develop your skills. Full training will be provided upon joining, with opportunities for long-term growth within the organization.

### **Key Responsibilities**

- Support the sales team with order processing, tracking and data management
- Communicate with clients and suppliers via email and phone to provide support and follow-up
- Prepare sales documents, reports and presentations
- Maintain and update customer and sales data in CRM systems
- Coordinate with the Japanese headquarters and suppliers to ensure smooth operations
- Assist with contract management and document handling
- Support internal communication and scheduling
- Organize meetings, sales activities and events

### **Requirements**

- Bachelor's degree or equivalent experience
- Fluent in Dutch and English (both written and spoken)
- Interest in working for a Japanese company and engaging with its products
- Valid Dutch work permit and residence within commuting distance (by car)
- High attention to detail, especially in verifying data, calculations and pricing
- Strong organizational and planning skills
- Proactive mindset with the ability to take initiative and learn quickly
- Able to work both independently and as part of a team
- Problem-solving attitude with a focus on continuous improvement
- Willingness to commit long-term and grow within the organization
- Willingness to travel to Japan occasionally (approximately once per year)

Please feel free to call Ms. Yumiko Miyajima (+31.6.14690830) for more information or you can apply for this job by sending your CV to [info@miyajimarecruitment.com](mailto:info@miyajimarecruitment.com).

