



【求人】 営業サポート兼総務アシスタント

【勤務地】 アムステルダム近郊

【勤務時間】 フルタイム 40 時間

【業務言語】 日本語、英語

【業務内容】 以下、英語参照

欧州域内におけるフォワーディング事業（主に国際輸送・ロジスティクス案件）の営業支援を主業務（約 80%）とし、見積作成から契約完了までの一連のプロセスを担当します。

また、経営企画・総務部門に関する一般事務・総務サポート業務（約 20%）を兼務し、社内オペレーションの円滑な運営を支援します。

営業サポート業務（約 80%）

- 国際輸送・ロジスティクス案件の営業サポート全般（見積作成、契約、プロセス管理、請求、契約完了まで）
- 顧客からの RFQ（見積依頼）受付および必要情報の確認
- 各国支社／パートナーへの見積依頼、条件回収および社内調整、社内承認取得
- 顧客への見積提出、営業進捗・案件状況の入力・更新
- 営業のリクエストに応じた提案資料・補足資料の作成支援

総務サポート業務（約 20%）

- スケジュール調整・会議設定サポート、社内文書・資料の作成サポート
- 各種経費処理、データ入力などの一般事務サポート
- 社内イベントや出張関連手配のサポート

【応募条件】

- 日本語、英語でのビジネスコミュニケーション能力（メール・会話）
- 複数部門との調整力およびタスクマネジメントスキル
- Excel、PPT、Word などの基本的なツールの操作スキル
- 営業経験もしくはフォワーディングまたはロジスティクス業界での実務経験者は優遇
- 大学卒、短期大学卒、専門学校卒ほか
- 日本語及び英語で円滑かつ効果的なコミュニケーションが図れること（社内、社外）

ご興味のある方は宮島（06-14690830）までご連絡ください。もしくは CV をもってご応募ください
(info@miyajimarecruitment.com)。





Sales Assistant & GA Support, Amsterdam area

Japanese and English, Full time

Our customer is a global logistics and transportation company based in the Amsterdam area, with headquarters in Japan. We are currently seeking a detail-oriented and proactive Sales- and Logistics Assistant to support international logistics and transportation activities within the EU.

The role involves close communication with other branches, customers and internal teams to ensure the smooth execution of transport operations, accurate documentation and timely cost management.

The ideal candidate is organized and customer-focused in an international environment. Some experience in sales or logistics is preferred, but if you have a strong interest in the field and the willingness to learn and develop the necessary skills, you are very welcome to apply! The role includes partly General Affairs, so if you are interested in the dynamic as well as variety role, this is an excellent opportunity for you!

Job Description:

Sales & Logistics Assistant (ca 80%)

- Sales support for international transportation & logistics projects (from quotation, contracts, process management, billing, to contract completion)
- Receive RFQs (Request for Quotation) from customers and verify information
- Request quotes from various branch offices within the EU
- Organize quote details, obtain internal approvals
- Input and update sales progress and project status in the system
- Support the sales team, like creation of proposal materials

General Affairs Support (ca 20%)

- Assist with schedule coordination and meeting arrangements
- Support the creation of internal documents
- General administrative support, such as expense processing and data entry
- Assist with internal events and business travel arrangements

Requirements

- Holding a valid Dutch work visa
- Based on the Amsterdam area and able to commute to the office
- Bachelor's degree or similar
- Fluent in Japanese and Business-level English
- Ability to coordinate with multiple departments and manage tasks effectively
- Detail-oriented, with the ability to manage multiple tasks
- Basic proficiency with MS Office (Excel, Word, PPT, Outlook)





Work conditions:

- Fulltime onsite work
- Working hours 8:30-17:00
- The salary will be discussed based on experience
- 25 paid holidays, Holiday payment and Bonuses
- Transportation allowance
- Company's pension scheme

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.

