



JOB CODE: GSJ-O-190807-050

Order Entry オーダーエントリー 受注処理担当者

世界40か国で電子部品や電気機械部品などを製造・販売、受動部品の分野で業界をリードするヨーロッパ企業が、新規に設立される日本法人の受注処理担当者を募集中です。

The company is a manufacturer of electronic and electromechanical components for the electronics industry. They have about 8300 employees worldwide and generated global sales of Euro 848 million in 2018. Their product range covers EMC Components, Inductors, RF Inductors and LTCC Components, Transformers, Components for Circuit Protection, Power Modules, LEDs, Connectors, Switches, Power Elements in Press-fit Technology and Assembly Technique. The company is one of Europe's largest manufacturer of passive components.

Qualifications and Requirements

The company is looking for an Order Entry Employee ideally with a bachelor's Degree or similar education.

The Purpose of the Position and Key Duties include the following:

1. Responsible for customer order entry in the ERP system:

- Price check
- Delivery date check
- Delivery- and invoice address check
- Check quantities (standard packing +MOQ's)
- Commission check
- Global project linking

2. Examination of product availability and consultation with production planning department in France and Germany.

3. Final inspection and approval of the customer orders entered.

4. Maintenance of customer master data.

5. Entering sample orders in the system.

6. Creation of invoices.

7. Covering for inside sales colleagues.

Qualifications and Skills

1. Good concentration and conscientiousness.

2. Flexibility, reliability and accuracy.

3. Your strengths: Self organization, able to work in a small team/team player and open minded (international environment).

4. Native in Japanese, good command in English.

5. Solid communication skills - knowledge of the different mentalities (HQ-JP).

Personality

1. Proactive with structured working style, target oriented personality.
2. Organized and self-motivated.
3. Team Player.

The candidate should be a 'hands on' person, comfortable with working towards targets and objectives and with operation in the Japanese and international business environment.

Travel

Training 4 - 8 weeks at the German headquarters in Waldenburg.

[APPLY HERE](#)

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