

Sales Coordinator (m/f/x)

Support for corporate management and field sales

We are looking for a colleague to work with us at Genoray's German subsidiary in Berlin.

We manufacture medical and dental x-ray equipment. Our products are sold through our headquarters in South Korea, three overseas subsidiaries (Germany, USA, and Japan), and more than 40 global partner companies.

We have joy in helping save people through our devices and our work.

We aim to be a community of people who can give good inspiration to each other.

Your tasks and responsibilities:

Corporate management

- Support for general affairs, accounting, human resources, and management.

Sales documents

- Prepare a draft of documents requested by the agency, such as Letter of Authorization, Declaration, and Contract.
- After submitting the first document, prepare additional and revised documents required before final approval.
- Comparison of buyer's requirements with our product specifications.
- Regularly review the product manuals and distributed materials to identify and correct errors.
- Create sales performance data.

Product shipment

- Prepare shipping documents such as Proforma Invoice, Commercial Invoice, Packing List, Warranty Certificate, etc.
- Check whether the ordered product is shipped properly.
- Coordinate the transport schedule and method in consideration of the distributor's request and the shipping company's departure schedule.
- Deliver shipping information to the distributor after departure of the consignment and confirm the delivery completion.
- Deliver necessary documents for local customs clearance. Emergency response in case of customs clearance problems.

Sales documents

- Participate in international exhibitions in Germany and abroad at least twice a year.
- Support for meeting new and existing distributors.
- Support for promoting our products and company.

Your Profile:

- English required
- Intermediate Korean skills required
- German beneficial
- Bachelor's degree or equivalent experience
- Well-organized with an aptitude in problem-solving
- Strong verbal and written communication skills

You can look forward to:

- Being part of a globally leading and fast-growing medical and dental X-ray equipment manufacturing company
- An exciting international environment with partners across the globe
- Room to bring in your very own ideas for improvement
- 27 vacation days + public holidays
- Free coffee, tea, snacks and more
- Office located in the heart of Berlin

Job Start: February 2023 (negotiable)

Job Type: Permanent, full-time

If you would like to join our team and support our mission to continue saving people through our work, please send your application with CV and Cover Letter to info@genorayeuropa.com.

For any further questions, please contact Jong Yeob Park at info@genorayeuropa.com.

We look forward to receiving your application.

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