

JOB OFFER

Position Sales Assistant

Job Category Sales & Marketing

Type of Employment Permanent Position
(Full-time or Part-time possible).

Location Germany (Hybrid work model possible with office presence in Düsseldorf)

Role Overview We are looking for a motivated Sales Assistant to support our commercial activities in Europe.
This role focuses primarily on sales coordination, customer support, marketing activities, and operational back-office tasks.
You will work closely with our Business Development team and international colleagues to ensure smooth communication, customer engagement, and commercial operations. The position reports to the Senior Business Development Manager based in Germany.

- Key Responsibilities**
- Provide back office and coordination support to the Sales & Business Development team
 - Assist in preparing offers, order confirmations, invoices, and related sales documentation
 - Maintain and update CRM systems and marketing materials
 - Support website and promotional content updates
 - Assist in planning and organizing trade fairs, exhibitions and customer on-site visits
 - Support coordination with our parent company in China, particularly regarding logistics and product shipments to European and American customers
 - Facilitate internal and external communication with clients and partners

- Requirements**
- Education & Background**
- Completed commercial or freight forwarding clerk apprenticeship, or bachelor's degree in business, or related field
 - A scientific background (e.g. chemistry, biology, biotechnology) is a plus but not required

Skills

- Strong communication skills

- Fluent German and English (written and spoken)
- Additional languages are a plus (e.g. Chinese)
- Structured and reliable working style
- Good organizational ability

Personal Attributes

- Team player with a proactive mindset
- Customer-oriented attitude
- Ability to work independently in a dynamic SME environment
- Willingness to travel occasionally (e.g. trade fairs, events)

What We Offer

- Permanent employment (full-time or part-time possible)
- Hybrid working model
- International working environment
- Opportunity to grow with an expanding European business
- Deutschlandticket (Jobticket) included
- Competitive remuneration based on qualifications

Contact

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About us

Enzymaster Deutschland GmbH is the European subsidiary of Enzymaster (Ningbo) Bio-Engineering Co., Ltd., an international innovator in enzyme engineering and biocatalysis for sustainable industrial production of pharmaceuticals, food ingredients, and specialty chemicals. From our German base, we support customers across Europe by providing access to chemicals, custom manufacturing and R&D services. As a growing commercial interface between European markets and our parent company in China, we combine scientific expertise with business-driven customer support.

Our success is built on the integrity, expertise, dedication, and teamwork of our employees. Joining Enzymaster offers you the opportunity to collaborate with talented colleagues in an international and dynamic environment while actively contributing to the growth of our European business. Through your work, you will help bringing sustainable biocatalytic solutions to industries that touch everyday life - from pharmaceuticals to food production - supporting our customers while contributing to a greener and more resource-efficient future.



Enzymaster Deutschland GmbH

Sales Office: Neusser Str. 39, 40219 Düsseldorf, Germany

Become part of our team to connect innovative biotechnology with real-world applications that make a positive impact on both industry and the planet.

If you are interested in this position, please send your cover letter and CV to t.dausmann@enzymaster.com.

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