



PR/086766 | General Affairs Assistant

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1503919

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:31

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

A Japanese global chemical company that provides products to a wide range of industries.

KEY REQUIREMENTS:

- Professional Experience in office administration, secretary, or general affairs
- Business level in German and English communication skills
- Able to work onsite 100% - the office is located in Düsseldorf city centre

JOB RESPONSIBILITIES:

- Responsible for administrative tasks such as meeting arrangements, internal/external lunch meetings, efficient reception, telephone service, business cards, etc.
- Support management's travelling schedules, expense reports, flight bookings, insurance claims, business trip visa applications and so on
- Provide professional welcomes to visitors and ensure they follow the company's safety and procedures
- Prepare and support meetings for example meeting room cleanliness, meeting facilities, refreshments, etc.
- Collaborate with related stakeholders for the company's events
- Support expatriates' private and commercial issues such as finding accommodation, health insurance registration, German driving license, company cars, etc.

JOB REQUIREMENTS

- At least two years of experience in office administration, secretary, or general affairs
- Preferred cultural understanding, customer-oriented, good managerial skills, service-minded, team player, collaborative, and hands-on attitudes

BENEFITS

- 30 days of annual leave
- Public transportation ticket
- Accident insurance
- Company pension scheme

#countrygermany

Company Description