



PR/086514 | Administrative Manager (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1512833

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

February 18th, 2025 00:00

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

COMPANY OVERVIEW

Japanese company is looking for Administrative Manager in Stuttgart area.

JOB RESPONSIBILITIES

Accounting / Finance:

- Bookkeeping and arrangement of assets, liabilities, and capital
- Cost and profit-and-loss accounting
- Operations related to the maintenance and operation of internal controls over accounting and financial processes
- Cost and performance management

- Reporting to Japanese headquarters regarding accounting, finance and taxation.
- Funds planning and management
- Cash Management
- Foreign exchange risk management
- Account payable and receivable

Human Resources and Administrative:

- Hiring and termination of employees
- Revision, abolition, and operation of employment regulations
- Labor management
- General management of payroll calculation and initial insurance practices
- Duties related to awards and disciplinary actions
- Operation of employee benefit program
- Information system maintenance and information security management operation
- License and approval applications, etc., in accordance with revisions to laws and ordinances
- Correspondence and negotiation with legal counsel

JOB REQUIREMENTS

- Experience in Accounting, Finance and taxation
- Experience in HR, Administrative and Legal
- Experience in employee management
- vocational training school in accounting/finance or Bachelor's Degree or above in accounting/finance
- MS Office
- German and English business level

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Company Description