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PR/086822 | Japanese Speaking Executive Assistant (m / f / d)

Job Information

Recruiter
JAC Recruitment Germany

Job ID
1512933

Industry
Medical Device

Job Type
Permanent Full-time

Location
Germany

Salary
Negotiable, based on experience

Refreshed
April 3rd, 2025 14:00

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

The company develops, manufactures, and sells medical robots, with a focus on surgical assistance robots aimed at improving efficiency and safety in medical settings. They started operations in Germany in 2020 and have a diverse team of 15 members in their office.

JOB RESPONSIBILITIES

- Managing the Managing Director's (MD) schedule, appointments, and meetings.

- Coordinating and preparing for meetings, including interactions with the Japan headquarters.

- Attending regular meetings and taking minutes.

- Handling phone calls and emails.

- Basic data entry and invoice processing.

- Providing various support tasks.

JOB REQUIREMENTS

- Over 3 years of experience as an Executive Assistant or Secretary.

- Proactive and able to anticipate needs.

- Experience working in an international environment.

- Willingness to face challenges and grow.

- Business-level proficiency in Japanese, English, and German is preferred.

- Driving skills are a plus.

BENEFITS AND OTHERS

- Working hours: 38 hours/week.

- Core time: 7:00-9:00 to 16:00-18:00.

- 33 days of paid leave (30 days + Rosenmontag, Christmas, and New Year's Eve).

- Full-time employment.

- Extensive training.

- Location: Düsseldorf.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description