



PR/086766 | General Affairs Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1506405

業種

化学・素材

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2024年11月26日 10:11

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

会社説明