



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

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

1512833

業種

その他（人材サービス）

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

2025年04月03日 14:01

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

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

#LI-JACDE #countrygermany

会社説明