



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01月07日 21:00

#### 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

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会社説明