



PR/086822 | Japanese Speaking Executive Assistant (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

1512933

業種

医療機器

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12月24日 11:27

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

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.

会社説明