



PR/086939 | GA / Accounting Staff (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

1526350

業種

その他（メーカー）

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03月11日 10:56

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

A leading Japanese company in the marine electronics industry is looking for a General Affairs and Accounting Staff member. The ideal candidate will be responsible for managing various administrative and accounting tasks, ensuring smooth operations within the company.

JOB RESPONSIBILITIES

- Manage office supplies and equipment
- Maintain office records and documentation.
- Process invoices, payments, and expense reports.
- Record and maintain accurate financial transactions.

- Assist in the preparation of financial statements and reports.
- Reconcile bank statements and manage petty cash.
- Maintain employee records and handle HR tasks.

JOB REQUIREMENTS

- Proven experience in general affairs, accounting, and HR roles would be advantages
- Proficiency in German and English
- Strong organizational and multitasking skills
- Experience in an international work environment.

BENEFITS

- OJT will be carried out
- Detailed working condition and benefits will be provided when interviewing

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