



PR/087170 | Office Administrator (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1555487

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 10:51

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client is a business consulting and services company, providing economic and law related advisory services to high-profile customers around the world with high-calibre experts.

KEY REQUIREMENTS:

- Minimum 1-2 years of experience in office support, administration, or team assistant
- Business level in German and English communication skills

JOB RESPONSIBILITIES:

- Responsible for overall office administrative tasks to ensure smooth and efficient operation of the Düsseldorf office
- Provide general administrative services, including managing phone calls, emails, and correspondence
- Support office functions by encompassing facilities management, utilities coordination, stationery procurement, marketing materials oversight, the company's event support, internal communication, and administrative assistance to the Finance team.

JOB REQUIREMENTS:

- Proven experience as an Office Administrator or in a similar administrative role.
- Strong communication and interpersonal skills
- Excellent in professional business courtesy
- Eligible to work in Germany

BENEFITS:

- 37.5 working hours per week
- 25 days of annual leave

#LI-JACDE

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Company Description