



PR/087175 | General Administration Assistant(f / m / d)

## Job Information

### Recruiter

JAC Recruitment Germany

### Job ID

1555489

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Germany

### Salary

Negotiable, based on experience

### Refreshed

September 16th, 2025 08:01

## General Requirements

### Career Level

Mid Career

### Minimum English Level

None

### Minimum Japanese Level

None

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

### COMPANY OVERVIEW

The company is Japan's largest and one of the world's leading steelmakers, with manufacturing facilities in Japan and more than 15 countries worldwide. The company's group promotes four business fields: Engineering, Chemicals & Materials, and System Solutions, with the steelmaking business at its core. The four pillars of the management plan are "Restructuring the domestic steelmaking business and strengthening group management," "Promoting a global strategy to evolve and expand overseas businesses," "Taking on the challenge of becoming carbon neutral," and "Promoting a digital transformation strategy. Aiming to become "the world's No. 1 steelmaker in terms of comprehensive strength," we will pursue the world's best technologies and manufacturing capabilities, and contribute to the development of society by providing superior products and services.

### JOB RESPONSIBILITIES

The role of the General Affairs Department is to support and manage expatriate staff and to create an efficient and comfortable work environment through office administration.

### Specific Duties

General office management (insurance arrangements, electricity and water charges, cleaning company management, OA equipment, kitchen, IT, daily supplies arrangements, general affairs, etc.)

3. back-up and coordination with other administrative and accounting staff in case of illness, vacation, or need for help.

COMPETENCY ("Must") \*Must meet all of the following requirements

- Experience with Microsoft Office in general
- Business level German (speaking, reading, writing)
- Good communication skills and ability to work in a group environment
- Positive attitude and willing to take on challenges

- Business level English or Japanese

- Working hours: full-time 8:30AM – 5:30PM Monday-Thursday  
8:30AM – 3:00PM Friday  
+/- 1 hour flexibility
- Annual Paid Leave 30days
- Transportation expenses be provided(worth of the shortest distance in Düsseldorf area)
- Location Düsseldorf

Apply online or feel free to contact me directly for more information about this opportunity.

#LI-JACDE

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## Company Description

