



## PR/087226 | Administrator (m / f / d)

### Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1563244

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

January 6th, 2026 00:00

### 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

A newly established Japanese trading company specializing in electronic components, now expanding their operations in Hamburg. As they build their local team in Hamburg, they are looking for a proactive and reliable Administrative Officer to support office operations.

#### JOB RESPONSIBILITIES

- Handle general administrative and office management tasks
- Liaise with German public institutions and authorities
- Coordinate with external service providers and head office in Japan
- Assist with basic accounting and bookkeeping tasks

- Support internal operations including office supplies, documentation, and scheduling
- Contribute to the setup and improvement of internal processes in a small team environment

#### JOB REQUIREMENTS

- Native-level proficiency in German
- Business-level English proficiency
- Strong organizational and multitasking skills
- Ability to work independently and flexibly in a small team
- Prior experience in general affairs or administration

#### BENEFITS FURTHER

- Hands-on experience in a wide range of administrative tasks
- Flexible and collaborative working environment

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.

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