



PR/086771 | Admin & Logistics Specialist (part time) (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1581783

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

May 19th, 2026 06:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Admin & Logistics Specialist (Part-time, 20 hours/week)

Location: Düsseldorf

Employment Type: Part-time (20 hours/week), with the possibility of permanent employment after 6 months

Start Date: June 2026 or November 2026

Overview

This position is responsible for a wide range of operational tasks including logistics coordination, office administration, and accounting support. We are seeking someone who can work efficiently and accurately in a trilingual environment (Japanese/English/German).

Responsibilities Logistics Operations

- Place orders for raw materials with headquarters
- Receive pharmaceutical materials
- Handle outbound shipments (EU and Turkey)
- Post-order operational tasks will be managed by an external logistics company
- Work with existing order formats
- Collaborate with Japanese part-time logistics staff
- Open to all nationalities and genders

Office & Accounting Support

(Assigned after the 6-month probation period)

- Manage internal travel booking applications
- Process internal approval and payment workflow applications
- Upload documents into the accounting system (DATEV)
- Order office supplies
- Perform office cleaning and general administrative duties

Requirements Must Have

- Fast and accurate administrative skills
- English: Required
- German: Business level

Nice to Have

- Experience in logistics operations
- Experience using DATEV

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Company Description