



## 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**

April 21st, 2026 07:00

### 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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**