



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

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1584392

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 15:04

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

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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Company Description