



PR/087506 | 【Part time】 Assistant (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1599912

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 12:05

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

産業向け機器を扱う技術商社で、製品販売に加えエンジニアリングや技術サポートも提供し、幅広い業界の課題解決を支援する企業です。

JOB RESPONSIBILITIES

- Excelでの資料作成
- 日本の本社とのメールでのやり取り
- 出張手配(ホテルや交通経路の確認等)

JOB REQUIREMENTS

- ビジネスレベルの日本語、日常会話レベルの英語もしくはドイツ語
- Excelを用いて社内資料の作成ができる

BENEFITS FURTHER

- 週3日3h/日の時短勤務(勤務開始時間も相談可)
- クリスマスボーナス有
- 通勤アクセス◎ デュッセルドルフの中心地にオフィス有

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Company Description