



CR/087610 | General Affairs Assistant (m / f / d)

Job Information

Recruiter

JAC Recruitment Germany

Job ID

1614153

Industry

Chemical, Raw Materials

Job Type

Contract

Location

Germany

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:24

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

A global chemical manufacturer and supplier which operating business for over 100 years, providing chemical compounds, plastics, and materials to a wide range of industries worldwide.

KEY REQUIREMENTS:

- Able to work under a one-year fixed-term contract under JAC Recruitment Germany with around 32 working hours per week
- With 3-5 years of experience in General Affairs or Corporate Support
- German and English at a business level
- Able to work at the office 3-4 days per week and must be present in the office from 08:30 to 16:00 hours

JOB RESPONSIBILITIES:

- The ideal candidate is expected to provide support for day-to-day administrative and organisational tasks as well as coordinating and supporting expatriates
- Undertake a wide range of administrative tasks, including managing office supplies and service providers, dealing with incoming and outgoing parcel services and letters, and renewing rental and lease contracts and parking application.
- Maintain the office facilities and equipment to ensure they are in good condition
- Manage office-related key cards and other cards (key holders, parking card, lockers)
- Support company event organisation by coordinating internal and external stakeholders
- Manage company carpool, including car supply, parking space availability, car status, equipment, and document updates
- Yearly record the validity of driving licenses for company car holders
- Support on- and offboarding for expatriates and their families

JOB REQUIREMENTS:

- Good command of Microsoft Office
- Excellent interpersonal and organisational skills with good conceptual thinking, structural work, detail-oriented, and strong service-minded personality
- Experience in working in a multicultural working environment

BENEFITS:

- Base Salary: 50,000€ - 65,000€ per annum (including 13th month of salary)
- 30 days of annual leave
- Hybrid work 1-2 days per week

#LI-JACDE

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.

Privacy Policy Link: <https://www.jac-recruitment.de/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.de/terms-of-use>

Company Description