

TR/087649 | Accounting & Administrative Staff - Part-Time 28-30 hours per week(m / f / d)

Job Information

Recruiter
JAC Recruitment Germany

Job ID
1618641

Industry
Chemical, Raw Materials

Job Type
Temporary

Location
Germany

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 07:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A Japanese trading company is currently looking for a Part-time Accounting & Administrative Staff (m/f/d) (28-30 hours per week) in the southern Frankfurt area. The office can be reached by train and bus, although commuting by car would be more convenient.

JOB RESPONSIBILITIES

- Support financial accounting, accounts receivable and accounts payable
- Settle costs for domestic and international business trips, and process travel expenses and posting business transactions

- Assist with the preparation of monthly, quarterly and annual financial statements (Cover for staff on holiday or sick leave in the accounts department)
- Assist with cost accounting
- Carry out office management tasks and general administrative duties
- Provide supportive customer service independently
- Administrative and organisational tasks in day-to-day operations
- Communicate with local and international customers, suppliers and freight forwarders
- Support the accounting department and carrying out administrative tasks

JOB REQUIREMENTS

- Completed commercial or taxation training and previous professional experience in accounting and travel expenses
- Good knowledge of written and spoken German and English
- Proficiency in using DATEV and MS Office
- Strong aptitude for numbers combined with a very methodical and precise approach to work
- Quick grasp of new concepts, as well as an independent, structured and responsible approach to work
- Friendly manner, the ability to work well in a team, and to take the initiative

BENEFITS

- A mostly young and open-minded team, that will develop together with you
- Pleasant working environment inside a, enthusiastic small team
- Company events for team-building
- 24th and 31st December as additional holidays
- Working from home one day a week
- Mobility through Deutschlandticket or, alternatively, reimbursement of travel costs
- Free drinks

The first 6-12 months will be on a temporary agency contact basis before permanent employment

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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