



PR/087001 | Office Administrator (m / f / d)

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1541299

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年05月20日 12:51

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

OVERVIEW

Our client is a business consulting and services company, providing economic and law related advisory services to high-profile customers around the world with high-calibre experts.

KEY REQUIREMENTS:

- Minimum 1-2 years of experience in office support, administration, or team assistant
- Business level in German and English communication skills

JOB RESPONSIBILITIES:

- Responsible for overall office administrative tasks to ensure smooth and efficient operation of the Düsseldorf office

- Provide general administrative services, including managing phone calls, emails, and correspondence
- Support office functions by encompassing facilities management, utilities coordination, stationery procurement, marketing materials oversight, the company's event support, internal communication, and administrative assistance to the Finance team.

JOB REQUIREMENTS:

- Proven experience as an Office Administrator or in a similar administrative role.
- Strong communication and interpersonal skills
- Excellent in professional business courtesy
- Eligible to work in Germany

BENEFITS:

- 37.5 working hours per week
- Flexible working hours
- 30 days of annual leave

#LI-JACDE

会社説明