



PR/087175 | General Administration Assistant(f / m / 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

1555489

業種

その他（メーカー）

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09月30日 10:01

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

COMPANY OVERVIEW

The company is Japan's largest and one of the world's leading steelmakers, with manufacturing facilities in Japan and more than 15 countries worldwide. The company's group promotes four business fields: Engineering, Chemicals & Materials, and System Solutions, with the steelmaking business at its core. The four pillars of the management plan are "Restructuring the domestic steelmaking business and strengthening group management," "Promoting a global strategy to evolve and expand overseas businesses," "Taking on the challenge of becoming carbon neutral," and "Promoting a digital transformation strategy. Aiming to become "the world's No. 1 steelmaker in terms of comprehensive strength," we will pursue the world's best technologies and manufacturing capabilities, and contribute to the development of society by providing superior products and services.

JOB RESPONSIBILITIES

The role of the General Affairs Department is to support and manage expatriate staff and to create an efficient and comfortable work environment through office administration.

Specific Duties

1 . Support and management of expatriates

Administrative procedures (residence permits, work permits, etc.) and general support for expatriates and their families
Management of company housing and incidental facilities by arranging appropriate contractors (appliances, maintenance, repair arrangements, house checks, etc.)
Management of company vehicles (maintenance, insurance, accident response, keys Management of company vehicles (maintenance, insurance, accident response, key management, etc.)
Management of expatriate and expense information

2. Office Management

Liaison with related parties and companies in the building where the company is located
General office management (insurance arrangements, electricity and water charges, cleaning company management, OA equipment, kitchen, IT, daily supplies arrangements, general affairs, etc.)
Office safety management, disaster prevention

3. back-up and coordination with other administrative and accounting staff in case of illness, vacation, or need for help.

JOB REQUIREMENTS

COMPETENCY ("Must") *Must meet all of the following requirements

- Experience with Microsoft Office in general
- Business level German (speaking, reading, writing)
- Good communication skills and ability to work in a group environment
- Positive attitude and willing to take on challenges

Preferred Requirement

- Business level English or Japanese

BENEFITS

- Working hours: full-time 8:30AM – 5:30PM Monday-Thursday
8:30AM – 3:00PM Friday
+/- 1 hour flexibility
- Annual Paid Leave 30days
- Transportation expenses be provided(worth of the shortest distance in Düsseldorf area)
- Location Düsseldorf

Apply online or feel free to contact me directly for more information about this opportunity.

#LI-JACDE

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