



PR/087226 | 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

1563244

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

2026年02月03日 00:00

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

A newly established Japanese trading company specializing in electronic components, now expanding their operations in Hamburg. As they build their local team in Hamburg, they are looking for a proactive and reliable Administrative Officer to support office operations.

JOB RESPONSIBILITIES

- Handle general administrative and office management tasks
- Liaise with German public institutions and authorities
- Coordinate with external service providers and head office in Japan
- Assist with basic accounting and bookkeeping tasks

- Support internal operations including office supplies, documentation, and scheduling
- Contribute to the setup and improvement of internal processes in a small team environment

JOB REQUIREMENTS

- Native-level proficiency in German
- Business-level English proficiency
- Strong organizational and multitasking skills
- Ability to work independently and flexibly in a small team
- Prior experience in general affairs or administration

BENEFITS FURTHER

- Hands-on experience in a wide range of administrative tasks
- Flexible and collaborative working environment

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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会社説明