



PR/086771 | Admin & Logistics Specialist (part time) (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

1581783

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04月21日 07:00

応募必要条件

職務経験

1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

基礎会話レベル

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

Admin & Logistics Specialist (Part-time, 20 hours/week)

Location: Düsseldorf

Employment Type: Part-time (20 hours/week), with the possibility of permanent employment after 6 months

Start Date: June 2026 or November 2026

Overview

This position is responsible for a wide range of operational tasks including logistics coordination, office administration, and accounting support. We are seeking someone who can work efficiently and accurately in a trilingual environment (Japanese/English/German).

Responsibilities Logistics Operations

- Place orders for raw materials with headquarters
- Receive pharmaceutical materials
- Handle outbound shipments (EU and Turkey)
- Post-order operational tasks will be managed by an external logistics company
- Work with existing order formats
- Collaborate with Japanese part-time logistics staff
- Open to all nationalities and genders

Office & Accounting Support

(Assigned after the 6-month probation period)

- Manage internal travel booking applications
- Process internal approval and payment workflow applications
- Upload documents into the accounting system (DATEV)
- Order office supplies
- Perform office cleaning and general administrative duties

Requirements Must Have

- Fast and accurate administrative skills
- English: Required
- German: Business level

Nice to Have

- Experience in logistics operations
- Experience using DATEV

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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会社説明