

PR/087460 | General Administration Assistant - Part time (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
1599879

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10月30日 13:00

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
日常会話レベル

日本語レベル
ネイティブレベル

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

COMPANY OVERVIE

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

- Support for administrative procedures (residence permits, work permits, etc.) for expatriates and their families
- Management of company housing and ancillary facilities (appliances, repairs, house checks, etc.) and arrangement of contractors
- Management of company vehicles (insurance, maintenance, accident response, key management, etc.)
- Arrangements for flights, hotels, meeting rooms, restaurants, etc. on business trips
- Secretarial services for the president (schedule management, visitor relations, etc.)
- Coordination of schedules for VIP visits and on-site support
- General office management (insurance, utility bills, cleaning contractors, arrangement of supplies, daily necessities, IT equipment, etc.)
- Liaison and coordination with building management companies and other companies
- Office safety management and disaster prevention
- Provide operational support for other administrative and accounting staff (back-up in case of sick leave or vacation, etc.)
- Management of contracted hotels in Dusseldorf

JOB REQUIREMENTS

COMPETENCY (“Must”) *Must meet all of the following requirements

- Experience with Microsoft Office in general
- Business level Japanese
- Good communication skills and ability to work in a group environment
- Positive attitude and willing to take on challenges

Preferred Requirement

- Business level German or English(speaking, reading, writing)

BENEFITS

- Working hours: Part-time around 25 hours/week (negotiable)
- 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.

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