

CR/087610 | General Affairs Assistant (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
1614153

業種
化学・素材

雇用形態
契約

勤務地
ドイツ

給与
経験考慮の上、応相談

更新日
2026年11月03日 06:00

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
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

OVERVIEW
A global chemical manufacturer and supplier which operating business for over 100 years, providing chemical compounds, plastics, and materials to a wide range of industries worldwide.

KEY REQUIREMENTS:

- Able to work under a one-year fixed-term contract under JAC Recruitment Germany with around 32 working hours per week
- With 3-5 years of experience in General Affairs or Corporate Support
- German and English at a business level
- Able to work at the office 3-4 days per week and must be present in the office from 08:30 to 16:00 hours

JOB RESPONSIBILITIES:

- The ideal candidate is expected to provide support for day-to-day administrative and organisational tasks as well as coordinating and supporting expatriates
- Undertake a wide range of administrative tasks, including managing office supplies and service providers, dealing with incoming and outgoing parcel services and letters, and renewing rental and lease contracts and parking application.
- Maintain the office facilities and equipment to ensure they are in good condition
- Manage office-related key cards and other cards (key holders, parking card, lockers)
- Support company event organisation by coordinating internal and external stakeholders
- Manage company carpool, including car supply, parking space availability, car status, equipment, and document updates
- Yearly record the validity of driving licenses for company car holders
- Support on- and offboarding for expatriates and their families

JOB REQUIREMENTS:

- Good command of Microsoft Office
- Excellent interpersonal and organisational skills with good conceptual thinking, structural work, detail-oriented, and strong service-minded personality
- Experience in working in a multicultural working environment

BENEFITS:

- Base Salary: 50,000€ - 65,000€ per annum (including 13th month of salary)
- 30 days of annual leave
- Hybrid work 1-2 days per week

#LI-JACDE

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