



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09月22日 10:24

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

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会社説明