

TR/087649 | Accounting & Administrative Staff - Part-Time 28-30 hours per week(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
1618641

業種
化学・素材

雇用形態
派遣

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 07:00

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
流暢レベル

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

COMPANY OVERVIEW

A Japanese trading company is currently looking for a Part-time Accounting & Administrative Staff (m/f/d) (28-30 hours per week) in the southern Frankfurt area. The office can be reached by train and bus, although commuting by car would be more convenient.

JOB RESPONSIBILITIES

- Support financial accounting, accounts receivable and accounts payable
- Settle costs for domestic and international business trips, and process travel expenses and posting business transactions

- Assist with the preparation of monthly, quarterly and annual financial statements (Cover for staff on holiday or sick leave in the accounts department)
- Assist with cost accounting
- Carry out office management tasks and general administrative duties
- Provide supportive customer service independently
- Administrative and organisational tasks in day-to-day operations
- Communicate with local and international customers, suppliers and freight forwarders
- Support the accounting department and carrying out administrative tasks

JOB REQUIREMENTS

- Completed commercial or taxation training and previous professional experience in accounting and travel expenses
- Good knowledge of written and spoken German and English
- Proficiency in using DATEV and MS Office
- Strong aptitude for numbers combined with a very methodical and precise approach to work
- Quick grasp of new concepts, as well as an independent, structured and responsible approach to work
- Friendly manner, the ability to work well in a team, and to take the initiative

BENEFITS

- A mostly young and open-minded team, that will develop together with you
- Pleasant working environment inside a, enthusiastic small team
- Company events for team-building
- 24th and 31st December as additional holidays
- Working from home one day a week
- Mobility through Deutschlandticket or, alternatively, reimbursement of travel costs
- Free drinks

The first 6-12 months will be on a temporary agency contact basis before permanent employment

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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