



JOB CODE: GSJ-O-211020-080

Assistant to the Management 在日ドイツ商工会議所アシスタント

[APPLY HERE](#)

1962年より企業の海外への市場参入や事業活動を支援し、国内最大の日独間ビジネスネットワークを有する在日ドイツ商工会議所が、アシスタントを募集しております。

With more than 140 offices and representation in 92 countries around the globe, Germany's chambers of commerce provide a local, distinctive, service-oriented network - the largest of its kind in the world. Our team in Japan primarily supports small to medium-sized and family-owned companies in establishing and building their business with Japanese customers and partners. For our executive office, we are currently seeking to appoint, at the earliest opportunity, an Assistant to the Management.

Your Role:

1. Organise the day-to-day running of the secretariat of the COO; call-handling, appointments, deliveries, etc.
2. Administrative duties for the service department.
3. Travel management, including expenses tracking & settlement.
4. Support in the organisation of events; for example: guest reception and hospitality at seminars.
5. Involvement in special projects.
6. Service partner contract management
7. Administrative matters regarding interns and trainees.

Your Profile:

1. Several years of working experience in comparable roles.
2. Inter-cultural awareness and professional experience of the day-to-day German-Japanese business environment.
3. Ability for quick and flexible contextual thinking
4. Capability to independently and precisely implement the tasks identified or assigned.
5. Diligent and a friendly disposition towards partners, clients and colleagues, even in stressful situations.

6. Highly reliable and pro-active.
7. Competent in all current MS Windows applications.
8. Native level Japanese or English speaker with very good spoken and written knowledge in both languages; German is a strong plus.

Our Offer:

1. Locally employed.
2. Long-term opportunity with scope for development.
3. Salary and social insurance commensurate with experience and the demands of the role.
4. Flexible working hours
5. International working environment

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Employment type: Full-time

Position: Assistant

Location: Tokyo

Remuneration: JPY4 - 7m

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