

JOB DESCRIPTION

About ADENI

ADENI is a recruitment agency in Duesseldorf, Germany. We are specialized in Japan-related jobs in Europe, e.g. in the administration of Japanese companies.

Our client this time is a Japanese manufacturer. To expand their team in Czech they are looking for a

Japanese speaking Management Assistant (f/m/d; New graduates are very welcome!).

You can speak Japanese and know about the Japanese culture,
you are highly motivated and you like to communicate with people?
Then, this job offer should be very interesting for you!

Job tasks:

- Supporting the Japanese expatriates in Prague
- Coordinating the schedule and so on
- Being the bridge between Japanese and Czech staff
- Supporting the colleagues from the headquarter in Japan during their business trips to Czech
- Translating, mainly between Japanese and Czech
- Other administrative tasks

Job Requirements:

- Graduation, e.g. in Asian/Japan Studies
- Very good Japanese and Czech (or Slovakian) language skills; English
- First professional experience, e.g. through internships, is an advantage (but no must)
- Knowledge of the Japanese (business) culture desirable
- MS Office skills
- Strong communication and organisation skills, team player

Others: Unlimited direct and permanent employment at the company. Detailed on the job training.

Location: Prague area

Ref-Nr: ACP-9000-6100

We are very much looking forward to your application with your English CV!
If you have questions, please don't hesitate to contact us.

Application: www.adeni.eu/application

Mail: jobs@adeni.eu

Contact: Ms Steffi Koerner