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|  | **KAS Japan Office**  European and  International Cooperation  Tel +81 (0) 3 6426 5041  Fax +81 (0) 3 6426 5047 |

**Job offer: General Administration Officer**

Starting Date: 1st October 2023

Key Duties and Responsibilities:

* Management of IT systems, procurement of IT equipment
* Security officer, responsible contact person for emergency situations
* Managing lease-related issues, contact person for Sanno Park Tower
* Support to HR-related issues, administration of vacation lists
* Management of utilities, related expenses, and procurement
* Control office inventory and inventory list
* Responsibility for supportive accounting tasks:
  + Cashbook and Cashbox management
  + Translation of payment related documentation (JP to EN)
  + Invoice control
  + Remittance overview and credit card control
  + Handling of tax payments and related correspondence
  + JP GAAP related correspondence
* Responsible focal point for interns, administrative support
* Support to missions and to related logistics of international experts (e.g. flights, accommodations, airport pick-up services)
* Supporting organisation and implementation of events
* Other administrative tasks related to organisation of library, hospitality services for office guests, management of novelty goods, organisation of office files.

Your Qualifications:

* B.A. Degree or relevant university degree
* Japanese as mother language
* Good command of English language, German is an asset
* Relevant working experience of at least two years
* Motivation to work flexibly in an international environment

We offer:

* Competitive salary
* Local welfare package
* Prospect of permanent contract after two years of fixed employment

**CONTACT:**

* E-mail: [KAS-Tokyo@kas.de](mailto:KAS-Tokyo@kas.de) and [Rabea.Brauer@kas.de](mailto:Rabea.Brauer@kas.de)
* www.kas.de/japan

\*All suitable qualified and interested candidates are encouraged to submit an electronic CV in English to the above-mentioned E-mail addresses. Applications must be submitted no later than September 15th 2023.