



The Mitsubishi Electric High Precision Positioning Systems Division in Ratingen is looking for two years limited for 30 h/week a

Management Assistant (m/w/d)

Your tasks:

- Contact person for japanese issues, e.g translations german-japanese and japanese-german as well as japanese-english and vice versa
- Support of the division manager with administrative tasks, e.g. creating reports, budget planning, creating presentations and correspondence
- General office management, e.g. visitor management, hotel and flight booking, invoice management, mail management, meeting room booking and order of office supplies
- Contact person for (potential) customers
- Support of japanese impats

Your profile:

- Abgeschlossene kaufmännische Ausbildung
- Erste Berufserfahrung in einer vergleichbaren Position
- Ausgeprägte Dienstleistungsorientierung sowie ein freundliches und sicheres Auftreten
- Schnelle Auffassungsgabe und hohes Organisationsgeschick
- Sehr gute Englisch- und Japanisch-Kenntnisse sowie gute Deutsch-Kenntnisse in Wort und Schrift

This is what you can expect:

We offer you advantages of a medium-sized company combined with those of a global, long-term oriented enterprise. This includes interesting tasks, an appropriate compensation package as well as attractive fringe benefits. Please visit our career homepage for more information.

Work with us!

If you are interested in this position please send us your application online in English with the possible starting date and salary expectations.



**Mitsubishi Electric Europe B.V.,
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