

Job Title: Project&Administration Assistant
Department: Intellectual Property Department
Organisation: JETRO Dusseldorf
Report to: Directors, Intellectual Property

1. Services provided by Staffing Agency (Job Description):

Responsibilities include assisting Directors, entering accounting data using a software, assisting budget management for the department, processing bills, collecting information and statistical data related to the Intellectual Property system in the Europe at the requests from the superiors, drawing up documents on the Intellectual Property system in the Europe at the requests from the superiors, supporting to manage seminars and meetings, and other general clerical works, assisting receiving guests and telephone call to JETRO Dusseldorf.

2. Required Skill:

- Business German, Business English, and Business Japanese (both written and spoken) basic french (preferable), basic spanish (preferable)
- Aggressive learning attitude toward politics and economy, new technology, intellectual property.

*Knowledge about intellectual property is not required.

- Intercultural communication skill
- High motivated person
- Problem solving skill
- Excellent team player
- MS Office(Word, Excel and Powerpoint) knowledge
- Valid work and residence permit in Germany

3. Place of Work

JETRO Dusseldorf

Berliner Allee 10, 40212, Dusseldorf

The employee may and agrees to be entrusted with Business Trips within Europe

4. Working Hours

From Monday to Friday

8:30-17:15/9:00 - 17:45 with lunch break 12:00 - 13:00

5. Others

- Temporary Contract from 1st October 2021 until the End of March 2022. One year extension can be considered after the end of the period.
- Please contact by E-mail in principle to the contact person in English or Japanese.

Your contact person:

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