



Our Precision, Your Advantage

To support our KEU Administration Team in Aschheim (Munich)
we are looking for:

Administration Assistant (m/f/d)



About us:

KYB Europe GmbH is a subsidiary of the Japanese KYB Corporation and serves the European markets. With more than 14,000 employees, the KYB Group generates an annual turnover of around USD 3.2 billion. The company is one of the world's largest manufacturers of original equipment shock absorbers. With 15 factories in Asia, Europe, and the United States, KYB has an annual production capacity of more than 75 million shock absorbers. KYB Corporation exports its products to more than 100 countries. KYB Europe manufactures coil springs and supplies additional mounting accessories.

Your general mission and role:

You will be part of the Administration department. You will be partly responsible for all administrative tasks as well as tasks related to facility management and supporting Japanese expatriates. Your main tasks will include:

- ◆ Support and responsibility regarding integration of Japanese expatriates
 - ◆ Organisation of arrival & return, including support to registration & migration office & related paperwork, applications, and appointments with the authorities
 - ◆ Applying for health insurance & handling of medical invoices
 - ◆ Taking care of issues regarding apartments
 - ◆ Processing of expense reimbursements
- ◆ Coordinating & monitoring of management team appointments
- ◆ Assisting with the preparation of presentations and reports
- ◆ Travel management
- ◆ Applying for company credit cards and credit card invoicing
- ◆ Handling of incoming post & letters
- ◆ Ordering of office supply of any kind, including workstation equipment, business cards, drinks
- ◆ Support & organisation of visitor catering & ordering of necessary items
- ◆ Facility management (office cleaning, renovation of garage etc.) except for energy audit & work safety
- ◆ Implementing appropriate filings and other office procedures to facilitate organised & proper functioning of the location
- ◆ Assisting in the organisation of general day-to-day office operations



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This is what we expect from you:

- ◆ Reliable, detail-oriented, accurate, well organised
- ◆ Experience in executing tasks related to administration and facility management
- ◆ Proactive approach in handling administration and facility management tasks
- ◆ Demonstrates trustworthiness, honesty and integrity
- ◆ Takes initiative, thinks forward, "hands on mentality"
- ◆ Very good knowledge of spoken and written German and English languages
- ◆ Very good knowledge of spoken and written Japanese language

This is what we offer you:



An inspiring and truly international working environment



A modern company with high innovative strength



Attractive remuneration and additional benefits as well as further training and education.



Intensive introduction and onboarding to the job role



Fair working hours



VWL



Takeover of the existing company pension plan



Many further benefits

Interested?

Please send your application in English, preferably by e-mail, including your salary expectation and earliest possible starting date to:

Olga Schmunk
Senior Manager Human Resources
karriere@kyb-europe.com