



*Our Precision, Your Advantage*

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

## **Working Student Administration (m/f/d)**

**(max. 20 hours per week)**



### **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 with following tasks:

- ◆ Support regarding integration of Expatriates (e.g. Japanese expatriates)
  - ◆ Organisation of arrival & return, including support to registration & migration office & related paperwork, applications, and appointments with the authorities
  - ◆ Taking care of issues regarding apartments
  - ◆ Support with processing of expense reimbursements
- ◆ Assisting in the organisation of general day-to-day office operations
- ◆ 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.)
- ◆ Uploading invoices in Promapp system



*Our Precision, Your Advantage*

## This is what we expect from you:

- ◆ Reliable, detail-oriented, accurate, well organized
- ◆ Ideally initial experience in a comparable area of responsibility
- ◆ 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



Remuneration: 15€ gross /hour



Intensive introduction and onboarding to the job role



Fair working hours



Reimbursement of travel costs to the office

## 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](mailto:karriere@kyb-europe.com)