



**Ever Researching for a Brighter World**

## **Job Description –MANAGEMENT ASSISTANT (M/F/D)**

### **Your tasks**

- Providing a wide range of support to the NAIC Management, in the realm of secretarial function as well as in office management, such as
  - Agenda planning and follow-up on behalf of NAIC Management
  - Usual external and internal correspondence on behalf of NAIC
  - Planning and facilitating of meetings including set-up of modern office communication tools (eg video conferences via TEAMS)
  - Planning and facilitating customer visits
  - Planning and organization of business trips
  - Reception of external and internal visitors and customers
  - Coordinating external suppliers in the realm of IT and Facility Management
  - Planning, ordering and administration of office materials
  - Ordering of components and materials on behalf of the NAIC team
- Handling administrative tasks on behalf of and to support Human Resources and Finance departments, including payroll preparation, working time record and accounting processes
- Supporting employees in local HR-related matters in order to support the European HR Department
- Supporting Expatriates in local matters
- Management and administration of mobile phones, laptops and office access items
- Handling other administrative tasks in support of the Management team, such as workplace health and safety, environment protection, contact to local authorities, customer and certification audits

### **Your qualifications**

- Bachelor's degree in business administration or a similar higher level education
- Experience with Japanese culture would be a plus

- Minimum of 3 years of back-office work experience is a must, preferably in General Management, Sales or Human Resources Management
- Excellent verbal and written communication skills in German and English; additional language skills, especially in Japanese, are a big plus
- Ability to work conscientiously and to handle responsibly sensitive and confidential information
- Quick perception, reliability, accuracy and punctuality
- High empathy and social responsibility
- Service awareness, can-do attitude, ability to handle stressful situations in a friendly mood
- Readiness to represent NAIC and Nichia towards external stakeholders at all levels, based on a polite but also confident appearance
- A team player with the ability to establish good relationships and collaborate with international staff
- High flexibility, excellent time management
- A self-starter with a structured way of thinking who strives to solve problems

### **We offer**

- A newly created job with an international team amidst a dynamic and ambitious business environment
- Exciting work in the growing Automotive and Lighting industry with market leaders and innovation drivers
- Lots of freedom and responsibility to take over a broad variety of tasks
- Commensurate compensation as well as attractive employee benefits
- State-of-the-art working time scheme with lots of flexibility and a generous work-life balance; we are open for suitable part-time arrangements

### **Contact details**

If we could catch your attention, please send your resume including a cover letter, your availability and salary indication in English per e-mail to our HR department at

[Career-Germany@nichia.com](mailto:Career-Germany@nichia.com)

Please visit our website at [www.nichia.com](http://www.nichia.com).