



We are a team of more than 500 co-workers in over 50 countries. We develop innovative, sustainable and future-oriented products and services for timber building. We are a family business that works on a global level, with an alpine heart and an international spirit. We support our customers wherever they need us.

To strengthen our team, we are looking for (m/f):

Administrative Assistant (50% part-time job)

Japan – Tokyo area

WHAT WILL YOU BUILD YOUR SUCCESS ON:

- Perform administrative and clerical functions
- Maintain accurate records and data
- Develop and maintain efficient administrative systems and processes
- Support the deliveries from the local warehouse
- Support the shipping process from the Italian headquarters to the Japanese subsidiary
- Assist in credit collection and overdue management and monitor bank movements
- Coordinate and support HQs-Marketing activities for the country
- Support sales teams for market research and report
- Process invoices, payments and reimbursements
- Organize fairs, seminars, business trips, samples, catalogues, gadgets and consumption material
- Liaise with courier companies, custom brokers, clients and suppliers

THE FUNDAMENT OF YOUR CAREER:

- Experience in a similar role or basic knowledge of administrative processes in a modern company
- High level proficiency in Microsoft Office tools and data input skills
- Good knowledge of Japanese and English (both in written and oral)
- Knowledge of Korean is considered an advantage
- Previous experience in Administration, Logistics or Custom Clearance is preferable
- Strong organizational and communication skills
- Ability to work independently, display initiative and a 'can do' attitude
- Ability to work under time pressure and multi-task to meet set time frames

WHY YOU SHOULD JOIN US:

- We are international and curious about the unknown
- We live in an energetic, dynamic, lively and unconventional environment
- We have the constant opportunity to experiment and improve
- We have fun and are successful too
- We give our best to guarantee a sustainable lifestyle in a positive and supportive environment

Moreover, you'll find an in-depth training, a modern work equipment, work-life balance with additional leave days and various other benefits.

We will accept only CVs in English

We are Rothoblaas. And you?

Send us your application: jobs@rothoblaas.com

