Job Advertisement

German Political Foundation and Think Tank seeks to recruit an Administrator/Secretary (Japanese Nationality only)

Your opportunity to engage in international projects!

Your opportunity to use your English knowledge!

Your opportunity for flexible working patterns!

WHO WE ARE

The Konrad-Adenauer-Foundation is a Political Foundation and Think Tank, strongly associated with the ruling Christian Democratic Union Party of Germany (CDU). As a Think Tank we rank amongst the Top 20 worldwide. We bear the name of Germany’s first Chancellor: Konrad Adenauer (1876-1967). We support social market economy, adhere to social conservative Christian traditions and believe in a strong European Union. We work in over 130 countries worldwide.

Our main activities include political education, academic and political research and consulting services. We hold academic and political conferences, symposiums and seminars. We provide scholarships in the region and in Europe.

JOB DESCRIPTION

• Supporting activities of the office and staff in general affairs
• Checking mail, managing newspapers and subscriptions
• Ordering and managing office supplies
• Managing IT-machinery and office equipment
• Contact person to emergency affairs, to the landlord and other offices, to construction companies and other business partners
• Handling novelty goods and administrative support conferences, events, and activities
• Reference person to all interns

REQUIRED

• Minimum 3 years of proven experience in office administration
• Excellent knowledge of Microsoft Office and other admin-related programs
• Very good English skills
• Good team-work orientation
• Experience in international working environments, intercultural skills
• High measure of integrity, reliability, and flexibility
• Working experience in international institutions is of advantage

2020-04-28
WE OFFER

- Work in a globally active political organization in international context
- A one-year fixed contract with the possibility of further extension and permanent contract
- Competitive salary

CONTACT

- Address: 7-5-56 Akasaka, Minato-ku, Tokyo 107-0052
- Access: Tokyo Metro “Aoyama Itchome”, 8 minutes from the exit No. North 4
- Email: KAS-Tokyo@kas.de, Rabea.Brauer@kas.de
- www.kas.de/japan

All suitable qualified and interested candidates of Japanese nationality are encouraged to submit an electronic CV in English to the above-mentioned E-mail addresses by 20 May, 2020. The 1st interview will be held on-line as soon as we screen the CV.