

# Administration

## **Short description of department's responsibility**

As intern at our MB Research and Development Japan (RDJ) office in Kawasaki you will have the opportunity to experience an intercultural working environment of a leading luxury car manufacturer.

You will improve your language skills by communicating in our team as well as through the company. Furthermore you will deepen your expertise about Administration related tasks by assisting employees in their daily duties.

As part of our team you tasks will be:

## **Description of Trainee tasks**

### 1. Administration (40%)

- Support for setting up and further developing of Quality Management System for RDJ
- Create and maintain an inventory list of RDJ equipment and facilities
- Setting up an archive system for RDJ documents
- Applying driver's license translation at JAF
- Translation of documents (English <-> Japanese)
- Filling and scanning of documents
- Office administration: receive visitors, mail handling etc.

### 2. Controlling (20%)

- Invoice handling
- Quarterly business expense settlement by using SAP system

### 3. Human Resource (20%)

- Recruiting new interns
- Preparation and arrangement for new interns to integrate them in the department

### 4. Facility Management (20%)

- Communication with RDJ facility related organizations like construction company, public utility companies, etc.
- Purchasing needed equipment, furniture etc.

**Required specialized knowledge:**

- Fluent Japanese (JLPT N2 or higher)
- Fluent English (B1/C2)
- Study of business administration, economy or language
- Microsoft Office:  
Word: intermediate  
Excel: intermediate  
Power Point: intermediate  
Outlook

**Preferred language abilities:**

- German is appreciated

**Preferred skills:**

- Organizing abilities
- Communication skills
- Cooperativeness

If you are interested in the above position, please send your:

-Cover Letter

-CV (with a picture not older than 6 month)

-Transcript of records from your university

-Japanese Self-Introduction (500 characters)

-If applicable certificates/references of previous internships, work experiences, language skills etc.

...directly to the following email address: **dcjhra.trainee@daimler.com**

\*Please do not attach packed files, e.g. zip files.