

## Assistant Bookkeeping (m/f/d) part-time

Düsseldorf

Our client is a Japanese industrial company and automotive supplier, currently looking for part-time support for their office in Düsseldorf.

### Your tasks

General bookkeeping and administrative support:

- Manage incoming and outgoing invoices
- Sort and organize accounting-related documents
- Monitor online banking and enter payments, send reminders for overdue invoices
- Track sales numbers and generate reports for local staff and Japanese managers
- Create and send accounting reports in Japanese to headquarters in Japan
- Close cooperation with external Accounting specialist

### Your profile

- Proficiency in common Office applications, particularly Excel
- 1–2 years of experience in bookkeeping or accounting-related tasks

Languages:

- Fluent in English.
- Japanese at least N2/business level
- Basic understanding of German

### Benefits

- International working environment, friendly atmosphere
- Home-office possible on request
- Parental leave replacement, 1,5 years contract, part-time 20-24h / week

### Contact

Bei Rückfragen zu dieser Position steht Ihnen Jana Romero-Giron unter +49 211-749 686-32 gerne jederzeit zur Verfügung.  
Wir freuen uns auf Ihre Bewerbung!

If you have any questions regarding this position, please contact Jana Romero-Giron under +49 211-749 686-32.  
We look forward to receiving your application!

**Referenznummer:** 4863

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