

Internship Mercedes-Benz Japan Co., Ltd.

Administration

Country	City	Remuneration
Japan	Roppongi/ Tokyo	130.000 JPY a month (As support for living expenses)

Short description of department's responsibility

Mercedes-Benz Japan Co., Ltd. is a Japanese subsidiary wholly-owned by Daimler. Since 1986, Sales and services for passenger cars of Daimler –Maybach, AMG and smart – are offered to people in Japan.

As an intern at our Mercedes-Benz Japan office in Roppongi, you will have the opportunity to experience an intercultural working environment. You will improve your language skills by communicating in our team as well as other departments and business partner.

The main tasks will be to provide operational assistance to overall administration business such as:

Mail room management

- Receive post and put them into each department's mail box
- Stock control for stationeries, security cards, company seals, stamps, etc.
- Receiving phone from Japanese employees and business partners
- Manage Company Car Keys and Parking cards

Documents handling

- Filing
- Excel - Data input
- Invoice management
- Translation from English to Japanese and vice versa

Others

- Warehouse management
- Kaizen (improvement) activities
- Meetings
- Workshops

The internship is basically set for a period of 4 - 6 months starting from the date above.

**Required specialized knowledge**

- English (fluent)
- Japanese fluent (equivalent to JLPT 2)
- MS Office skills (Excel, Word, Outlook etc.)

Preferred language abilities

- German appreciated

Additional assistance

- Tips for accommodation and Japan related information
- Help with visa procedure

If you are interested in the above positions please send your:

- Cover letter
- CV in English
- A short self-introduction in Japanese
- Transcripts of records from your university
- If applicable certificates/ references of language skills
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Directly to the following E-mail address: **dcjhra.trainee@daimler.com**