

Korean Speaking Office Administrator (m/f/x)

We are looking for a colleague to support our team at GENORAY's German subsidiary.

We manufacture medical and dental X-ray equipment.

Our products are sold through our headquarters in Korea, three overseas subsidiaries (Germany, USA, and Japan), and more than 40 global partner companies.

We have the joy of helping save people through what we do.

We aim to be a community of people who give good inspiration to each other.

General Management

- Responsibility for the managing all aspects associated with the functioning of the office
- Responsibility for communication and correspondence with property management, external service providers, authorities and offices
- General administrative and organizational tasks
- Manage inquiries: request billing documents, send invoice payment reminders, general inquiries, information requests, etc.
- Responsible for office maintenance and repair work including liaising with the relevant suppliers
- Perform general administrative duties such as preparing packages for delivery, and purchasing offices related and non-related goods and services.

Financial Accounting

- Create monthly, quarterly and yearly sales performance overviews
- Track payment deadlines from customers and internally to service providers
- Organize monthly company invoices and expenses
- Preparatory accounting for our finance team at our HQ
- Manage day-to-day (preparatory) bookkeeping
- Reconcile invoices and identify discrepancies
- Liaise with our external accountancy firm

HR Admin

- Advise and support our employees and managers in all personnel-related matters.
- Administrative and organizational tasks: prepare employee contracts, register new employees, prepare visa applications for new employees and dispatched employees from our HQ
- Act as interface between payroll and tax consultant

Your Profile:

- **Valid work permit in Germany required**
- Experience as office admin, HR admin or financial accounting assistant preferred
- German, Korean and English required
- Completed vocational training (“Ausbildung”) with focus on office management, human resources, accounting or related field, or Bachelor's degree in any field required
- Attention to detail
- Well-organized with an aptitude in problem-solving
- Comfortable working autonomously
- Strong verbal and written communication skills
- MS Office Suite affinity (Excel, Word)
- Willingness to go on business trips abroad

You can look forward to:

- Being part of a globally leading and fast-growing medical and dental X-ray equipment manufacturing company
- An exciting international environment with partners across the globe
- Room to bring in your very own ideas for improvement
- 27 vacation days + public holidays
- Free coffee, tea, snacks and more
- Office located in the heart of Berlin

Job Start: August 2023 (negotiable)

Job Type: Permanent, full-time

If you would like to join our team and support our mission to continue saving people through our work, please send your application with CV and Cover Letter to [info\[at\]genorayeuropa.com](mailto:info[at]genorayeuropa.com).

For any further questions, please contact Jong Yeob Park at [info\[at\]genorayeuropa.com](mailto:info[at]genorayeuropa.com).

We look forward to receiving your application.

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