

Human Resource Development

Short introduction

As intern at our MBJ office in Shinagawa 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 Human Resource related tasks by assisting employees in their daily duties.

As part of our team you tasks will be:

Description of Trainee tasks

1. Recruiting activities (60 %)

- Updating online internship offers
- Communication with applicants
- Screening candidates (summarize, discuss etc.)
- Preparation of contracts and visa documents

2. Administrative tasks (30%)

- Calculating salaries and preparing payment documents
- Preparing and registering insurance
- Updating internal systems
- Assistance of Trainees (help with problems, questions etc.)

3. Other tasks (10%)

- Assistance of HR events
- Translating documents
- Supporting HR related tasks and daily activities (e.g. Preparing documents, update lists, make presentations etc.)

Required specialized knowledge:

- Fluent English (B2/C1)
- Fluent Japanese (JLPT N2 or higher)
- Study of economy, language or business administration

Preferred language abilities:

- German is a plus

Preferred skills:

- Advanced MS Office skills:
 - Word: Intermediate
 - Excel: Advanced
 - Power Point: Intermediate
 - Outlook
- Translation experience (English – Japanese)

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.