

NEC Laboratories Europe GmbH is a subsidiary of NEC Corporation, a world leader in the computer and communications market with a large base of R&D Laboratories in Japan, China, USA, and Europe.

NEC Laboratories Europe GmbH in Heidelberg

has an immediate opening for a

Part-time Receptionist

[ref: 1901-313-Admin]

You support the team in all administrative tasks, which comprise

- Managing reception and telephone service
- Creating name badges
- Meeting support, incl. catering
- Preparation of shipments, post and parcel services
- Filing and support in scanning and printing
- Key administration

NEC Laboratories Europe GmbH provides an excellent working environment supporting individual creativity as well as strong teamwork. Our working language is English.

Initially, the position is limited to 2 years and 20h/week. Ideally, you can support the team in the afternoon.

Your profile:

- You have strong communication skills in German and English
- You are familiar with MS Office applications (Word, Excel, Outlook, PowerPoint)
- You are used to working independently
- You are a team player and display a positive and enthusiastic attitude.
- You are flexible in terms of your timing
- Ideally, you have experience in office organization and hold a qualification as foreign-language secretary

Please send applications **by 31 January 2019** electronically via the applications web system

<http://www.neclab.eu/staffapplication/>

with reference to **[1901-313-Admin]**.

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