



## PR/118120 | Administrative Coordinator (Japanese Speaking)

### Job Information

**Recruiter**[JAC Recruitment UK](#)**Job ID**

1552015

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Netherlands

**Salary**

Negotiable, based on experience

**Refreshed**

July 15th, 2025 10:36

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Title: Administrative Coordinator****Salary: Euro 3,000 per month****Location: Amsterdam****Job Description**

Act as a liaison between employees, management, internal departments, and external stakeholders such as vendors, customers, and advisors.

Communicate with suppliers, customers, and our head office/branches to ensure smooth business operations.

Coordinate order processing and delivery schedules, and gather necessary documentation for inventory management related to both imports and exports.

Support monthly VAT filings in collaboration with external advisors.

Prepare various business documents, including contracts, invoices, and other required materials.

Manage shipment schedules and oversee logistics for cargo transportation.

Conduct data research and compile reports to support market analysis.  
Perform market research for potential new products.  
Assist with quality control activities.  
Arrange and support business travel logistics (e.g., hotel bookings, rental cars).

**Required Skills & Qualifications**

Bachelor's degree or higher.  
Fluent in Japanese.  
Business-level English communication skills.  
Minimum 2 years of experience in export-import administrative roles.  
Strong interpersonal and communication skills, with a customer-focused approach.  
Excellent time and task management abilities, with attention to detail.  
Proficiency in email, Microsoft Office applications, and general IT systems.  
Ability to work collaboratively with internal and external stakeholders.  
Proactive attitude and willingness to embrace new challenges to drive performance and results.

**Preferred Skills**

Experience in international trade, with knowledge of Incoterms and shipping documentation.

**Benefits**

International and multicultural work environment.  
Open-minded, casual, and flexible team culture.  
Commuting expenses reimbursed.  
Health insurance support.

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**Company Description**