

PR/118138 | Japanese Speaking Business Support Coordinator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1553893

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 15:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese Manufacturing Company

Position: Business Support Coordinator

Location: Netherlands

Employment type: Part-time (20 hours/week)

Salary: Up to EUR 22.5K (including allowance)

This position is responsible for the administration and office management.

Responsibilities:

Maintain a clean, organized, and secure office environment

Manage supplies, equipment maintenance, mail handling, and filing systems

Coordinate office moves and renovations

Serve as the first point of contact for guests and vendors

Manage reception area and meeting room logistics

Handle calls, emails, and visitor arrangements

Liaise with service providers and negotiate contracts

Process invoices, track payments, and assist with budget reconciliation

Support cost-saving initiatives and financial reporting

Provide executive-level assistance (scheduling, presentations, travel)

Organize company events and internal communications

Support onboarding and HR-related tasks as needed

Handle invoice and payment processing

Assist with reconciliations and monthly/quarterly closings

Contribute to process improvements

Requirements:

Positive, open-minded, and discreet personality

Strong interpersonal and communication skills

Team-oriented with an international mindset

Proficient in MS Office and data analysis

Fluent in English (written and spoken)

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description