



PR/118138 | 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

August 5th, 2025 10:42

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

Company: Japanese Manufacturing Company

Position: Business Support Coordinator

Location: Netherlands (Hybrid working)

Salary: Up to EUR 45K

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.

#LI-JACUK

#NT

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Company Description