



PR/118152 | Corporate PM (Japanese Speaking)

Job Information

Recruiter
[JAC Recruitment UK](#)
Job ID

1553896

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Belgium

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 IT company

Position: Corporate PM (Japanese Speaking)

Location: Belgium

Salary: EUR 50-65K/year

Key Responsibilities:

Board Meeting Coordination

Plan, schedule, and manage logistics for board meetings, ensuring timely distribution of materials and smooth execution.

Financial Reporting Coordination

Collaborate with finance teams to support the preparation and submission of financial reports, ensuring accuracy and timeliness.

Global Corporate System/Process Implementation

Coordinate the rollout and integration of global systems and processes, working closely with internal teams and external partners.

HR and General Affairs Coordination

Support HR and GA initiatives, including policy updates, internal communications, and administrative support.

Requirements:

Fluency in Japanese and English is required.

Proficiency in French is preferred but not essential.

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

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Company Description