



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

September 30th, 2025 03:00

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 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.

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.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description