



PR/118185 | Corporate Management Assistant (Japanese Speaking)

Job Information

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

1556794

Industry

Retail

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

September 30th, 2025 09:00

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

Position: Corporate Management Assistant

Location: Remote work until Dec 2025, hybrid work in Amsterdam from Jan 2026

Type: Part time, 15-20 hours per week

Salary: Depending on your experience

Responsibilities

Perform accounting-related tasks such as journal entries, booking, and bookkeeping support
Conduct basic research on legal, regulatory, and tax/accounting topics, and prepare reports
Provide general administrative support to the department manager

Requirements

Prior work experience at a Japanese company
Hands-on experience in accounting, particularly journal entry and booking
Knowledge equivalent to Japan Bookkeeping Certification Level 3

Proficiency in both Japanese and English (reading, writing, and verbal communication)

Availability to work 15–20 hours per week

Remote work available until the end of the year

On-site work in Amsterdam area starting in January 2026

Must hold a valid work visa (Working Holiday visas are not accepted)

Employment Details

Part-time position

Salary: negotiable, based on experience and qualifications

Benefits include transportation allowance, paid leave, and remote work options (depending on conditions)

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Company Description