



PR/118210 | Executive Assistant (Japanese Speaking)

Job Information

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

1559362

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Belgium

Salary

Negotiable, based on experience

Refreshed

November 4th, 2025 00:00

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 trading company

Position: Executive Assistant (Japanese Speaking)

Location: Brussels

Salary: EUR4200 - 4700/month

Responsibilities:

Provide comprehensive assistance to the President, including:

Coordinating business travel arrangements

Managing calendars and scheduling appointments

Facilitating communication with internal and external stakeholders

Conducting research and preparing materials for meetings

Liaising with clients and suppliers

Supporting seasonal operations and handling expenses

Addressing any other professional needs as required

Deliver administrative support to the General Affairs department, such as:

Answering incoming calls and greeting visitors

Arranging bookings for hotels, restaurants, taxis, flights, and trains

Processing incoming invoices and facility-related requests

Assisting with other general office and reception tasks as needed

Requirements:

5–10 years of professional experience in administrative roles or equivalent

Valid Belgian driver's license (mandatory)

Fluency in Japanese and English; proficiency in French or Dutch is a plus

Proficient in Microsoft Office and general PC skills

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

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Company Description