



PR/118255 | Business Support Officer (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment UK

Job ID

1561420

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Netherlands

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 19:00

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 Food Company

Position: Business Support Officer (Japanese Speaking)

Location: Amsterdam (on-site)

Employment type: Full-time

Salary: Around EUR 3,000-3,500/month

Key Responsibilities

Accounting and Finance

- Overseeing daily financial operations and transactions
- Administering accounts payable and receivable processes

- Processing invoices and ensuring timely payments
- Compiling monthly, quarterly, and annual financial reports
- Managing payroll operations and associated disbursements

General Administration

- Maintaining office infrastructure and equipment
- Overseeing asset management and inventory tracking
- Organizing and archiving company records and documentation
- Facilitating internal and external communication channels
- Procuring and managing office supplies
- Coordinating corporate events and meetings
- Administering employee attendance, benefits, and welfare programs
- Managing vendor contracts and relationships
- Handling incoming and outgoing correspondence and courier services

Additional Duties

- Providing administrative support to executives and cross-functional teams
- Performing miscellaneous tasks as needed

Requirements

- Valid EU visa with work authorization in the Netherlands (Working Holiday and Freelance visas not accepted)
- Minimum 3 years of experience in Accounting/Finance and/or Sales Support/Trading Support, with foundational knowledge of relevant industries
- Advanced proficiency in Microsoft Office
- Native-level Japanese proficiency and business-level English proficiency
- Strong communication skills
- Collaborative, adaptable, proactive problem-solving mindset, with a commitment to meeting deadlines

Benefits

- 8% holiday allowance
- 25 days of annual paid leave for full-time employees
- Additional leave during year-end office closure
- Transportation allowance
- Collective Accident Insurance
- Pension scheme

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

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Company Description