



PR/118488 | (French Speaking) Accounting & Office Administrator

Job Information

Recruiter

JAC Recruitment UK

Job ID

1582374

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Belgium

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 10:10

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese firm

Position: (French Speaking) Accounting & Office Administrator

Location: Brussels (hybrid-working)

Salary: Depending on experience

You will play a key role in supporting daily office activities, including payment processing, invoice management, and responding efficiently to internal parties, while working closely with the Office Administrator to ensure smooth and well-organized business operations.

Key Responsibilities

- Supporting the Office Administrator with a variety of administrative duties, including processing daily payments, handling invoices, managing office supplies, and overseeing general office operations.
- Assisting with internal expense reimbursement workflows.
- Coordinating with the administration team at the HQ to facilitate smooth and efficient operations.
- Providing support, such as organizing meetings, preparing travel arrangements, and coordinating business trips.
- Contributing to the preparation of business pitch materials and company newsletters.
- Maintaining and organizing documents, files, and resources.

Requirements

- Bachelor's degree in any field; a background in administration or a related discipline is an advantage.
- At least three years of administrative experience. Experience within finance or accounting departments is considered a plus.
- Excellent written and spoken English is essential. Proficiency in French will be highly valued, and additional language skills—such as German or Japanese—are an asset.
- Candidates must already hold the legal right to work in Belgium.
- Strong communication skills with both internal stakeholders and external clients or vendors.
- Solid PC literacy, including professional typing skills and proficiency in Microsoft Word, Excel, and Outlook (or equivalent tools).
- Exceptional interpersonal abilities and a client-oriented mindset.
- A proactive and adaptable approach, with the capacity to handle diverse tasks and requests.

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

#LI-JACUK

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Company Description