



PR/118648 | (Japanese Speaking) Executive Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1600981

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Belgium

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 01:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company: Japanese trading company

Position: (Japanese Speaking) Executive Assistant

Location: Brussels

Salary: Depending on experience

Key Responsibilities

- Manage the President's calendar, scheduling meetings, appointments, and coordinating with internal and external stakeholders.
- Organize domestic and international business travel, including flights, transportation, accommodation, and detailed travel itineraries.

- Act as a key point of contact for communication and coordination with clients, business partners, and internal teams.
- Prepare and coordinate meetings, including agendas, presentation materials, visitor arrangements, and hospitality support.
- Welcome guests and support VIP visits, ensuring a professional and seamless experience.
- Arrange corporate gifts and support relationship-building activities with key stakeholders.
- Process expense reports, invoices, and reimbursement requests accurately and efficiently.
- Provide comprehensive administrative support to ensure the smooth day-to-day operation of the President's office.

Requirements

- Bachelor's degree or equivalent.
- Minimum 5 years of experience supporting senior executives in a fast-paced, international business environment.
- Valid Belgian driver's license.
- Fluent Japanese and English language skills (written and spoken).
- French and/or Dutch language skills are an advantage.
- Strong proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Experience with SAP is considered a plus.

Ideal Candidate

- Service-oriented, flexible, and professional, with a strong sense of responsibility.
- Able to anticipate needs and proactively support executive priorities.
- Highly organized with excellent attention to detail and the ability to manage multiple tasks simultaneously.
- Adaptable and resourceful, remaining calm and effective when handling last-minute changes.
- Strong time management skills with the ability to meet deadlines under pressure.
- Excellent communication and interpersonal skills, with a responsive and collaborative approach.
- Able to maintain confidentiality and build trusted relationships with senior stakeholders.

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

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Company Description