



PR/118120 | Administrative Coordinator (Japanese Speaking)

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント イギリス

求人ID

1552015

業種

その他（商社）

雇用形態

正社員

勤務地

オランダ

給与

経験考慮の上、応相談

更新日

2025年07月15日 10:36

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Title: Administrative Coordinator

Salary: Euro 3,000 per month

Location: Amsterdam

Job Description

Act as a liaison between employees, management, internal departments, and external stakeholders such as vendors, customers, and advisors.

Communicate with suppliers, customers, and our head office/branches to ensure smooth business operations.

Coordinate order processing and delivery schedules, and gather necessary documentation for inventory management related to both imports and exports.

Support monthly VAT filings in collaboration with external advisors.

Prepare various business documents, including contracts, invoices, and other required materials.

Manage shipment schedules and oversee logistics for cargo transportation.

Conduct data research and compile reports to support market analysis.
Perform market research for potential new products.
Assist with quality control activities.
Arrange and support business travel logistics (e.g., hotel bookings, rental cars).

Required Skills & Qualifications

Bachelor's degree or higher.
Fluent in Japanese.
Business-level English communication skills.
Minimum 2 years of experience in export-import administrative roles.
Strong interpersonal and communication skills, with a customer-focused approach.
Excellent time and task management abilities, with attention to detail.
Proficiency in email, Microsoft Office applications, and general IT systems.
Ability to work collaboratively with internal and external stakeholders.
Proactive attitude and willingness to embrace new challenges to drive performance and results.

Preferred Skills

Experience in international trade, with knowledge of Incoterms and shipping documentation.

Benefits

International and multicultural work environment.
Open-minded, casual, and flexible team culture.
Commuting expenses reimbursed.
Health insurance support.

#LI-JACUK #EY

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会社説明