



PR/118138 | Japanese Speaking Business Support Coordinator

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

1553893

業種

その他（メーカー）

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09月16日 13:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Company: Japanese Manufacturing Company

Position: Business Support Coordinator

Location: Netherlands

Employment type: Part-time (20 hours/week)

Salary: Up to EUR 22.5K (including allowance)

This position is responsible for the administration and office management.

Responsibilities:

Maintain a clean, organized, and secure office environment

Manage supplies, equipment maintenance, mail handling, and filing systems

Coordinate office moves and renovations

Serve as the first point of contact for guests and vendors

Manage reception area and meeting room logistics

Handle calls, emails, and visitor arrangements

Liaise with service providers and negotiate contracts

Process invoices, track payments, and assist with budget reconciliation

Support cost-saving initiatives and financial reporting

Provide executive-level assistance (scheduling, presentations, travel)

Organize company events and internal communications

Support onboarding and HR-related tasks as needed

Handle invoice and payment processing

Assist with reconciliations and monthly/quarterly closings

Contribute to process improvements

Requirements:

Positive, open-minded, and discreet personality

Strong interpersonal and communication skills

Team-oriented with an international mindset

Proficient in MS Office and data analysis

Fluent in English (written and spoken)

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明