



## PR/118152 | Corporate PM (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

1553896

#### 業種

ITコンサルティング

#### 雇用形態

正社員

#### 勤務地

ベルギー

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月05日 10:42

### 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

**Company:** Japanese IT company

**Position:** Corporate PM (Japanese Speaking)

**Location:** Belgium

**Salary:** EUR 50-65K/year

#### Key Responsibilities:

##### Board Meeting Coordination

Plan, schedule, and manage logistics for board meetings, ensuring timely distribution of materials and smooth execution.

##### Financial Reporting Coordination

Collaborate with finance teams to support the preparation and submission of financial reports, ensuring accuracy and timeliness.

Global Corporate System/Process Implementation

Coordinate the rollout and integration of global systems and processes, working closely with internal teams and external partners.

HR and General Affairs Coordination

Support HR and GA initiatives, including policy updates, internal communications, and administrative support.

**Requirements:**

Fluency in Japanese and English is required.

Proficiency in French is preferred but not essential.

We regret to inform you 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