



## PR/118185 | Corporate Management Assistant (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

1556794

#### 業種

小売

#### 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 10:01

### 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

#### Position: Corporate Management Assistant

Location: Remote work until Dec 2025, hybrid work in Amsterdam from Jan 2026

Type: Part time, 15-20 hours per week

Salary: Depending on your experience

#### Responsibilities

Perform accounting-related tasks such as journal entries, booking, and bookkeeping support  
Conduct basic research on legal, regulatory, and tax/accounting topics, and prepare reports  
Provide general administrative support to the department manager

#### Requirements

Prior work experience at a Japanese company  
Hands-on experience in accounting, particularly journal entry and booking  
Knowledge equivalent to Japan Bookkeeping Certification Level 3

Proficiency in both Japanese and English (reading, writing, and verbal communication)

Availability to work 15–20 hours per week

Remote work available until the end of the year

On-site work in Amsterdam area starting in January 2026

Must hold a valid work visa (Working Holiday visas are not accepted)

### **Employment Details**

Part-time position

Salary: negotiable, based on experience and qualifications

Benefits include transportation allowance, paid leave, and remote work options (depending on conditions)

#LI-JACUK #EY

**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.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

---

会社説明