



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02日 10:47

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

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)

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