



## PR/118210 | Executive 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

1559362

#### 業種

電気・電子・半導体

#### 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09月23日 11:16

### 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 trading company

Position: Executive Assistant (Japanese Speaking)

Location: Brussels

Salary: EUR4200 - 4700/month

#### Responsibilities:

Provide comprehensive assistance to the President, including:

Coordinating business travel arrangements

Managing calendars and scheduling appointments

Facilitating communication with internal and external stakeholders

Conducting research and preparing materials for meetings

Liaising with clients and suppliers

Supporting seasonal operations and handling expenses

Addressing any other professional needs as required

Deliver administrative support to the General Affairs department, such as:

Answering incoming calls and greeting visitors

Arranging bookings for hotels, restaurants, taxis, flights, and trains

Processing incoming invoices and facility-related requests

Assisting with other general office and reception tasks as needed

Requirements:

5–10 years of professional experience in administrative roles or equivalent

Valid Belgian driver's license (mandatory)

Fluency in Japanese and English; proficiency in French or Dutch is a plus

Proficient in Microsoft Office and general PC skills

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

#LI-JACUKPRM #LI-JACUK

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会社説明