

イギリスの求人なら JAC Recruitment UK

PR/118255 | Business Support Officer (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

1561420

業種

レストラン・フードサービス

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10月28日 07:00

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 Food Company

Position: Business Support Officer (Japanese Speaking)

Location: Amsterdam (on-site)

Employment type: Full-time

Salary: Around EUR 3,000-3,500/month

Key Responsibilities

Accounting and Finance

- · Overseeing daily financial operations and transactions
- Administering accounts payable and receivable processes

- · Processing invoices and ensuring timely payments
- · Compiling monthly, quarterly, and annual financial reports
- · Managing payroll operations and associated disbursements

General Administration

- · Maintaining office infrastructure and equipment
- · Overseeing asset management and inventory tracking
- · Organizing and archiving company records and documentation
- · Facilitating internal and external communication channels
- · Procuring and managing office supplies
- · Coordinating corporate events and meetings
- · Administering employee attendance, benefits, and welfare programs
- · Managing vendor contracts and relationships
- Handling incoming and outgoing correspondence and courier services

Additional Duties

- · Providing administrative support to executives and cross-functional teams
- · Performing miscellaneous tasks as needed

Requirements

- · Valid EU visa with work authorization in the Netherlands (Working Holiday and Freelance visas not accepted)
- Minimum 3 years of experience in Accounting/Finance and/or Sales Support/Trading Support, with foundational knowledge of relevant industries
- · Advanced proficiency in Microsoft Office
- Native-level Japanese proficiency and business-level English proficiency
- Strong communication skills
- · Collaborative, adaptable, proactive problem-solving mindset, with a commitment to meeting deadlines

Benefits

- 8% holiday allowance
- 25 days of annual paid leave for full-time employees
- · Additional leave during year-end office closure
- Transportation allowance
- · Collective Accident Insurance
- Pension scheme

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会社説明