



## 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14日 10:25

### 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

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

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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