



PR/118648 | (Japanese Speaking) Executive Assistant

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
1600981

業種
その他（商社）

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
2026年08月04日 12:00

応募必要条件

職務経験
6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

Company: Japanese trading company

Position: (Japanese Speaking) Executive Assistant

Location: Brussels

Salary: Depending on experience

Key Responsibilities

- Manage the President's calendar, scheduling meetings, appointments, and coordinating with internal and external stakeholders.
- Organize domestic and international business travel, including flights, transportation, accommodation, and detailed travel itineraries.

- Act as a key point of contact for communication and coordination with clients, business partners, and internal teams.
- Prepare and coordinate meetings, including agendas, presentation materials, visitor arrangements, and hospitality support.
- Welcome guests and support VIP visits, ensuring a professional and seamless experience.
- Arrange corporate gifts and support relationship-building activities with key stakeholders.
- Process expense reports, invoices, and reimbursement requests accurately and efficiently.
- Provide comprehensive administrative support to ensure the smooth day-to-day operation of the President's office.

Requirements

- Bachelor's degree or equivalent.
- Minimum 5 years of experience supporting senior executives in a fast-paced, international business environment.
- Valid Belgian driver's license.
- Fluent Japanese and English language skills (written and spoken).
- French and/or Dutch language skills are an advantage.
- Strong proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook).
- Experience with SAP is considered a plus.

Ideal Candidate

- Service-oriented, flexible, and professional, with a strong sense of responsibility.
- Able to anticipate needs and proactively support executive priorities.
- Highly organized with excellent attention to detail and the ability to manage multiple tasks simultaneously.
- Adaptable and resourceful, remaining calm and effective when handling last-minute changes.
- Strong time management skills with the ability to meet deadlines under pressure.
- Excellent communication and interpersonal skills, with a responsive and collaborative approach.
- Able to maintain confidentiality and build trusted relationships with senior stakeholders.

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

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