



## PR/117771 | Corporate Support (Japanese Speaking)

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1512733

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Netherlands

**Salary**

Negotiable, based on experience

**Refreshed**

February 19th, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Company: Logistics/Transport Company**

**Position : Corporate Support**

**Position overview:**

As part of Corporate Support, you will be responsible for the following key tasks.

Liaising with internal teams and the parent company to improve operational efficiency and results through reporting, data analysis, strategic planning and operational support.

**Salary:**

Gross Annual Salary : € 36,000 - € 50,000

(In addition to this, a bonus will be paid based on company performance and individual evaluation).

**Main duties:**

- 1, Compile and analyse weekly forecast data.
- 2, Prepare and submit weekly reports for Japan
- 3, Review and analyse financial management reports
- 4, Preparation of board meeting materials (scripts, documents, numerical tabulation)
- 5, Participate in and prepare for various regular meetings
- 6, Handling specific projects (e.g. kick-off meeting preparation, budgeting, etc.) (including administrative details such as venue set-up, etc.)

**Education/experience**

Experience in business operations and business planning is a plus.  
Experience in an international environment and industry experience is a plus.

**Skills**

Analytical and problem-solving skills.  
Communication and diverse task management skills.  
Microsoft Office skills (Excel, PowerPoint, Word).

**Language requirements**

Fluency in Japanese and English required.  
Japanese is used on a daily basis as interaction with the parent company will occur.

**Conditions of employment**

Work location : Head Office in Amsterdam (\*Basically 5 days a week at the head office, but max. 3 days in the office / 2 days at home can be considered).

Department : Corporate Support

Type of work : Full-time (with overtime as required), Starting with 6 month's contract, with possibility of permanent employee after renewal of the contract.

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Company Description