



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

January 21st, 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