



## PR/117771 | Corporate Support (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

1510996

#### 業種

物流・倉庫

#### 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

2024年12月17日 10:31

### 応募必要条件

#### 職務経験

3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: 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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会社説明