



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational Japanese ship management services provider, located in Amsterdam, we are looking for an

Accounting Assistant, Amsterdam (963) Native Japanese, maternity leave

Company information

Our customer is a leading ship management services provider. They have a global presence, EMEA services are being lead from the Amsterdam-office. The global HQ is located in Japan.

Job description

As Accounting Assistant, you will be responsible for:

- Executing the daily financial operations
- Keeping record of expenses
- Preparing and issuing slips
- General accounting
- Cost accounting management including budget control
- Contact to external relations (Banks and public institutions incl. tax office)
- Other duties upon request

Job requirements

In order to qualify for this versatile and challenging position, required are at least the following criteria:

- Fluency in Japanese and English, both written and oral
- Practical experience in accounting
- Service oriented with a flexible attitude towards duties
- Good command of MS Office
- Entitled to work in the Netherlands (no VISA-support)
- Excellent communication skills

Full-time or Part-time

Full-time

Term of employment

Temporary contract for 8 – 12 months, with possibly change into permanent

Are you looking for a next challenge in your career? Please send your CV to Izumi Sawada (application@nipponrecruitment.com) or call: + 31 6 3013 7769.