



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies or companies doing business with Japan. On behalf of our customer, a Japanese global transportation provider for major machinery manufacturers, we are looking for an*

## **All-round Administrative Assistant, Antwerp (982) English, Japanese, Dutch, Logistics**

### **Company information**

Our customer is a global transportation mainly provider for machinery manufacturers. They provide full export and import transportation services throughout Europe, combining with their overseas locations in Japan as well as USA, China and other Asian countries, based on accurate lead times and thorough transport planning. The global headquarter is located in Nagoya, Japan, European headquartered in Dusseldorf with their two branches in Antwerp and Saint-Petersburg, they are looking for an All-round administrative assistant to strengthen their team in Antwerp.

### **Job description**

As Administration Assistant in Antwerp, you will be responsible for:

(Administrative assistant 70%)

- Managing purchase, lease, company car, and payment
- Translating documents related to legal issue as required
- Reviewing and planning fixed cost
- Assisting the director
- Supporting communication between headquarters in Japan and local office

(Logistics 30%)

- Supporting global import-export coordinating practice

### **Job requirements**

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

- Bachelor's degree preferred but not necessary
- Excellent English and Japanese skills (writing and oral), and fluent in Dutch
- Few years' experience in a similar position
- Communication skills in a professional business manner and familiarity with Japanese business culture
- Strong organisational skills to allow completing multiple duties and meet multiple deadlines
- Strong MS Office experience
- Basic knowledge about international logistics is plus

Are you looking for the next step in your career? Please send your CV to Ikuko Nakaishi (application@nipponrecruitment.com) or call +32 4 7545 8045.