



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a global Japanese corporation, which will start up business in Rotterdam (Botlek), we are looking for an

Administrative General Manager All-round people manager, pioneer, international focus

Company information

Our customer is a Japanese company, headquartered in Tokyo, Japan, with a strong position in chemicals and life science. In the Netherlands, a new entity (B.V.) is established to start up production for the European market. They will have about 45 local employees working in the plant, which will be located at Rotterdam (Botlek).

Job description

The General Manager leads the administration department, which includes all business support functions of the organization (i.e. Human Resources, Finance, Accounting, Legal, Procurement, Logistics, General Affairs) supported by a limited number of dedicated employees and external support where needed.

The General Manager supervises the operational departments, reporting to the Managing Director.

- Guide the Japanese organization through the Dutch business environment
- Support, communicate and implement the organization's development, vision, mission, and overall direction for the different departments, also during the start-up phase
- Development and execution of policies on the business support functions, meeting contemporary performance and compliancy standards

Accounting and Finance related business

- Responsible for the regular upkeep and reconciliation of accounts
- Managing the accounting function, ensuring month-end close processes
- Responsible for ensuring financial statements and balance sheets are processed
- Monitoring cash flow
- Approving all accounting business related documents (A/P, A/R, VAT returns etc.)
- Planning and drafting annual budget and financial plan

HR, Corporate services and IT services related business

- Planning and drafting HR plan
- Managing and maintaining office equipment
- Managing the administrative aspects of the business including insurances
- Establishing and improving effective communication
- Planning and implement IT system procurement plan.

Logistics related business

- Designing and implementing supply chain structure
- Planning monthly and yearly production plan



Job requirements

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

- All round business manager, with experience in business support functions especially with recruitment
- At least Bachelor degree of any faculty, extended with relevant operational know how
- Understanding of the Japanese business culture and acting upon seasoned intercultural experience
- Self-starter with multiple focus on people and business
- Excellent written and verbal communication skills in Dutch and English
- Management experience in HR and Corporate Services
- Basic knowledge of Accounting, Finance, IT and logistics

Are you looking for this broad and challenging role? Please send your CV to Gert-Jan van der Lei (application@nipponrecruitment.com) or call +31 6 21257183.