



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

Office Assistant, Amsterdam (1042) Fluency in Japanese, Dutch and English

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 Office Assistant, you will be part of the Admin dept, supporting the Japanese management, with external contacts as well. Main responsibilities of this key position are:

- First contact to visitors
- Travel arrangements
- External correspondence
- Scheduling and preparing meetings, presentations etc.
- Document control
- Basic accounting duties (expenses, A/P)

Job requirements

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

- Fluency in English, Dutch and Japanese (If Japanese is your native, Dutch is not a must)
- Able to commute to the office in Amsterdam
- Experienced with MS Office
- Experience in accounting or willingness to learn it is highly appreciated
- Excellent communication skills

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