



## **About Nippon Recruitment**

*Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational Japanese manufacturer of Personal Electric Vehicles, located near Amsterdam, we are looking for a*

### **Sr Operations Manager, Amsterdam (1035) Broad role, international, fluency in English**

#### **Company information**

Our customer is a leading manufacturer of Personal Electric Vehicles. These products are being manufactured in Asia, EMEA sales are being lead from the Amsterdam-office. The global HQ is located in Japan.

#### **Job description**

You will be responsible for managing business and administrative operations in WHILL Europe. You will work closely with our multinational colleagues as well as our accounting team, business development team, and supply chain management team, maintaining and optimizing business processes. As Operations Manager, you are expected to:

##### **Product management / new business development**

- Supporting product localization by working with internal and external stakeholders
- Leading/supporting projects to launch new business

##### **Finance and accounting**

- Developing monthly/quarterly/annual financial statements with the Administrative Coordinator
- Supporting sales administration operations by checking sales documents
- Leading/supporting mid-term/annual budget planning

##### **HR**

- Optimizing HR related processes and internal rules to maintain and improve the organizational culture
- Supporting with HR administration upkeep and issues with support from external partners

##### **Other**

- Developing and maintaining the company's IT systems for accounting operations and workflow management



### **Job requirements**

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

- Experience (3-5 yrs) in positions that require analytical skills and team work, such as business operations, (new) business development, and corporate planning
- Experience in budget planning and controlling PL/BS
- Experience in HR administration is preferred
- Advanced accounting and finance knowledge
- Organizational, analytical, problem-solving skills and project management skills
- Attention to detail and motivation to deep dive when necessary
- English proficiency in both written and verbal communication
- Japanese and/or any other European language proficiency is preferred
- Integrity to handle confidential information with care

Are you looking for this broad and challenging role? Please send your CV to (mr) Gert Jan van der Lei ([application@nipponrecruitment.com](mailto:application@nipponrecruitment.com)) or call: + 31 6 2125 7183.