



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational glass manufacturer located in Amstelveen, we are looking for a

Website & Social Media Coordinator, Amstelveen (1022) Full-time, Fluency in Japanese, English and Dutch

Company information

Our customer is a supplier of Food & Beverages. Their office is located in Amstelveen, with HQ in Japan.

Job description

As a Website & Social Media Coordinator, you will be in charge of publishing text and image content, designing layout, streamlining navigation, increasing online presence to potential customers and organizing campaigns on the company website and social media platforms.

- Creating engaging text and image content incl. blogs on website and social media platforms
- Responding to queries from customers to increase the brand fan base
- Conducting inventory management to make sure the website is up-to-date
- Processing orders and payments in ERP system
- Measuring web traffic and monitoring SEO, and implementing improvement measurements
- Developing an optimal posting schedule
- Designing posts to sustain readers' curiosity and creating buzz around products
- Staying up-to-date with changes in all social platforms ensuring effectiveness
- Checking web traffic and ensuring customer engagement
- Suggesting new ways to attract prospective customers such as promotions and competitions
- Contacting existing/potential partners for marketing and promotion

Job requirements

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

- Fluency in Dutch, English and Japanese languages (both spoken & written)
- Experience with website building or website content management in English
- Affinity with Instagram, Facebook, LinkedIn and other social media platforms
- Ability to deliver creative content (text, image and video)
- Familiarity with online marketing strategies and marketing channels
- Being able to work individually
- Excellent communication & team player skills
- Multitasking and analytical skills
- Knowledge of SEO, keyword research and Google Analytics is a plus

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