



## About Nippon Recruitment

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

### **Management Assistant, Amsterdam area (1268) English, Japanese**

#### **Company information**

Our customer produces machinery and equipment which are being used for many applications in various industries.

#### **Job description**

As Management Assistant, you will be responsible for supporting the MD (European national), as well as other members of the Management with various nationalities. Tasks include but are not limited to:

- Arranging and supporting projects, events, business trips, visitor itineraries
- Liaison between project teams and the management, incl the Japan HQ
- Secretarial work for MD (e.g. scheduling, preparing minutes and translating documents)
- Capacity planning and generating (purchase) orders for hiring or outsourcing of work
- Administration of weekly work time records (projectwise), and sharing with F&A and HR
- Exchanging info with team members about progress, discussing the capacity level and upcoming any issues

#### **Job requirements**

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

- Good verbal and written communications skills in both English and Japanese
- Positive, enthusiastic and strong interpersonal skills
- Project coordination experience and attention to detail
- Flexibility and adaptability to handle different tasks and to work extra hours to meet deadlines
- Ability to work well with all levels of internal management and staff
- Excellent word processing and IT skills, including knowledge of a range of software packages
- Outstanding organizational and time management skills
- Knowledge of the Dutch language is a plus
- Discretion and an understanding of confidential issues
- Bachelor's degree and a minimum of 3 years of relevant experience

Are you interested in this challenging role? Please send your CV to Sonu Park (application@nipponrecruitment.com)