



Administrative Executive – Amsterdam

Office Administration, HR & Expat Support

32–40 hours per week, 2–4 years of relevant experience

Fluent Dutch & English, Japanese is a plus

About the Company

Our client is a shipping investment company based in Amsterdam that is expanding its business across Europe. The company's global headquarters is located in Japan, creating an international working environment with close connections to Japanese management and colleagues.

About the Role

We are looking for an Administrative Executive to support the company's day-to-day operations in the Netherlands.

This is a varied, hands-on position covering office administration, General Affairs, HR administration, and expatriate support. You will help ensure that the office runs smoothly and will act as an important point of contact between the local organization, Japanese management, employees, and external parties in the Netherlands.

The role is well suited to someone who enjoys taking ownership of a broad range of responsibilities, is comfortable working independently, and has a practical and service-oriented approach. As part of an international Japanese business environment, you will regularly work with Dutch government correspondence, contracts, policies, and other formal documents. Excellent written and spoken Dutch and English are therefore essential. Japanese language skills are not required, but an interest in Japanese culture and business would be a valuable advantage. The position is office-based in Amsterdam.

Key Responsibilities

HR & Expat Support

- Coordinate employee onboarding and offboarding processes
- Manage paid leave and time-for-time registration
- Support pension and insurance administration, including contract renewals
- Coordinate immigration and visa-related matters, including IND procedures
- Arrange housing, utilities, and other practical matters for expatriate employees
- Provide practical support to expatriates and their families during relocation and throughout their stay in the Netherlands
- Act as a key contact person for expatriate employees regarding day-to-day administrative matters
- Research Dutch regulations and administrative requirements and translate them into practical actions
- Draft, update, and maintain internal policies, procedures, guidelines, and related documentation

General Affairs & Office Administration

- Coordinate the smooth day-to-day operation of the Amsterdam office



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- Prepare and manage contracts, approval documents, and other administrative documentation
- Coordinate IT support, maintenance, and related administrative matters
- Handle office and property-related matters, including communication with the VvE, maintenance, and repairs
- Maintain company asset records, including cars, PCs, mobile phones, and other equipment
- Handle Chamber of Commerce (KvK) registrations and corporate filing procedures
- Support workplace safety, office disaster preparedness, and BHV-related arrangements
- Manage and order office supplies and equipment
- Handle telephone and email correspondence in Dutch and English
- Coordinate incoming and outgoing mail and parcels

Requirements

- Bachelor's degree (HBO) or equivalent practical experience
- 2–4 years of relevant experience in office administration, office management, HR support, General Affairs, or a similar role
- Excellent written and spoken Dutch and English
- Japanese language skills are an advantage but not essential
- Interest in Japanese culture and business and an ability to work comfortably in an international Japanese business environment
- Strong attention to detail and a high level of accuracy
- Practical mindset with good organizational and problem-solving skills
- Service-oriented attitude and the ability to work independently
- Good digital skills, including MS Office, Excel, Teams, SharePoint, and OneDrive
- Willing and able to work on-site in Amsterdam
- Valid work authorization for the Netherlands
- Looking for a long-term position

What We Offer

- Competitive salary, depending on experience and qualifications
- 8% holiday allowance, Bonus scheme
- 25 days of annual leave, pro-rated for part-time employees
- Company pension scheme
- Commuting allowance
- Annual medical check-up
- Regular company gatherings and team activities
- Free car-sharing service

Interested?

If you are interested in this role, please send your CV to info@miyajimarecruitment.com (Ms. Yumiko Miyajima) or call +31 6 14690830 for more information.



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