

## **Job Description (Administration Coordinator)**

Administration Coordinator is responsible for handling administrative requests and queries from all external and internal stakeholders, including contractors, senior managers, and all staff.

This position is also responsible for providing first-line support to our operation, providing technical services on IT issues, developing and resolving issues in IT systems, as well as managing and administrating legal documentation related to operation of the company. Additionally, Administration Coordinator will also assist in part of human resources related issues.

### **Responsibilities:**

#### **❖ Office Administration Related Tasks**

- Office Maintenance and Work Environment Improvement
- Office Supplies management
- Fixed Asset management
- Correspondences management (e-mail, letters, couriers, telephone call etc.)
- Company Insurances management
- Related Invoices check / Small Expense management
- Disaster Incidents management
- Company Information management

#### **❖ Human resources related**

- Personnel Data management
- Attendance Records management
- Immigration related issue management
- Social Security related issue management

#### **❖ Compliance / Governance**

- Company Regulation Management
- Legal Documents and Contracts management
- Compliance Access Point
- Main contact for Data Protection law compliance

#### ❖ IT related

- Management of IT-related issues
- Management of Information Assets
- Development and maintenance of IT system and architectures
- Cyber/Data Security Incident Response
- IT troubleshooting
- Providing IT-related internal training

#### Qualification:

- Bachelor's Degree
- At least 5 years' relevant experience in business
- Japanese language native level. English business level. Dutch is plus
- Proficiency in Microsoft Word, Excel, Power Point, Access and SQL server
- Experience in Project Management and System implementation
- Experience in contractor management
- Excellent troubleshooting, communication and organizing skills
- Customer-oriented, self-motivated, responsible with strong commitment
- Work cooperatively and collaboratively with all stakeholders

#### < Preferred Skill >

- Experience as an Administrator in Exact System and eHerkenning portal is a plus
- Good mindset in Cyber security and IT infrastructure
- Project Management certification (Prince2, PMP or relevant) is plus
- Cyber Security Certificate (CISSP, CSSLP, OSCP, CEH) is a plus