

Job Detail

Experience Welcome

Senior Level

Position Title	Executive Assistant to CEO
Recruiter Company	Cornerstone Recruitment Japan K.K.
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	Administrative - Secretary Administrative - Other
Industry	Automotive and Parts Manufacturing
Location	Asia Japan Gunma
Job Description	<p>【JOB RESPONSIBILITIES】</p> <p>Calendar and Schedule Management:</p> <ul style="list-style-type: none">• Effectively manage the CEO's daily, weekly, and monthly calendar, including appointments, meetings, and travel arrangements.• Coordinate and prioritize internal and external commitments, ensuring the CEO's schedule remains well-organized and optimized. <p>Travel Coordination:</p> <ul style="list-style-type: none">• Arrange complex travel itineraries, including flights, accommodations, ground transportation, and visas.• Anticipate travel-related needs, considering time zones, meeting schedules, and other logistics, to ensure smooth travel experiences for the CEO. <p>Communication and Correspondence:</p> <ul style="list-style-type: none">• Manage and screen incoming emails, messages, and calls for the CEO, prioritizing and responding to them in a timely manner.• Draft, edit, and proofread correspondence, reports, and presentations on behalf of the CEO, maintaining a high level of professionalism and accuracy. <p>Meeting Support:</p> <ul style="list-style-type: none">• Schedule, prepare agendas, and coordinate logistics for internal and external meetings.• Take meeting minutes, transcribe notes, and distribute relevant documentation to participants as required.• Follow up on action items, track progress, and ensure deadlines are met. <p>Information Management:</p> <ul style="list-style-type: none">• Maintain confidential and sensitive information with the utmost discretion and professionalism.• Organize and maintain electronic and physical files, ensuring easy retrieval and secure storage of documents. <p>Research and Analysis:</p> <ul style="list-style-type: none">• Conduct research and gather data on various topics, competitors, industry trends, and potential business opportunities, presenting findings to the CEO in a concise and actionable manner. <p>Relationship Management:</p> <ul style="list-style-type: none">• Foster positive relationships with key stakeholders, both internal and external, on behalf of the CEO.• Coordinate and facilitate communication between the CEO and various stakeholders, ensuring effective collaboration and timely responses.
Company Info	<p>【COMPANY OVERVIEW】</p> <p>Global automotive systems business that develops air conditioning system</p>
	<p>【REQUIREMENTS】</p> <ul style="list-style-type: none">• Bachelor's degree in business administration, communications, or a related field (preferred).• Proven experience as a personal assistant, executive assistant, or in a similar role supporting senior executives.• Exceptional organizational and time management skills, with the ability to multitask and prioritize effectively.• Excellent written and verbal communication skills, with a keen eye for detail.

Qualifications	<ul style="list-style-type: none"> • Proficiency in using productivity tools and software, such as Microsoft Office Suite, email clients, and calendar management systems. • Demonstrated ability to handle confidential information with discretion and maintain a high level of professionalism. • Strong problem-solving skills and the ability to work independently with minimal supervision. • Flexibility and adaptability to changing priorities and deadlines. • A proactive and resourceful mindset, with the ability to anticipate needs and take initiative.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	Depends on experience