

## Job Detail

Staff Level

Position Title	Executive Assistant ~ ¥8M !
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Administrative - Secretary
Industry	Investments
Location	Asia Japan Tokyo
Job Description	<p>Are you ready to step into a pivotal role supporting senior professionals in the finance industry? Join as an Executive Assistant and take charge of managing calendars, coordinating travel arrangements. Each day presents new challenges and opportunities for growth in this dynamic environment</p> <p>Description</p> <ul style="list-style-type: none"><li>* Calendar Management: Efficiently managing calendars, contacts, and tasks using Microsoft Office tools.</li><li>* Travel Coordination: Handling domestic and international travel arrangements, including flights, accommodations, and meeting schedules.</li><li>* Documentation Management: Organizing and managing both digital and hard copy filing of confidential deal information.</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* The ideal candidate brings at least 5 years of experience in a corporate environment,</li><li>* Demonstrating proficiency in Microsoft Office and business English</li><li>* Highly organized, proactive, and able to thrive under pressure, you possess excellent communication skills and a strong attention to detail.</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Competitive salary and benefits package</li><li>* Opportunities for career advancement and professional development</li><li>* A supportive work culture that values work-life balance</li><li>* Exposure to diverse projects and the chance to work with industry leaders</li></ul> <p>Ready to embark on a rewarding career journey?</p> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Nana Koga on +813 6832 8663.</p>
Company Info	Top tier U.S financial services company
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 7000K - JPY 8000K