

## Job Detail

Staff Level

Position Title	[Assistant to CEO] Luxury Jewelry Brand
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	Luxury Goods
Location	Asia Japan Tokyo
Job Description	<p>You will be supporting and reporting directly to the CEO. You will have a chance to work in an international environment for a European-based luxury brand.</p> <p>Description</p> <ul style="list-style-type: none"> <li>* Prepare and create sales reports as well as presentations</li> <li>* Contact with VIP guest, media and customer</li> <li>* Support event planning</li> <li>* Schedule business trip and expense settlement</li> <li>* Liaison with HQ</li> </ul> <p>Profile</p> <ul style="list-style-type: none"> <li>* EA or secretary experience</li> <li>* Have a sense of business and hospitality mindset</li> <li>* Good PC skills (Word, Excel, PowerPoint)</li> <li>* Excellent communication in both English and Japanese (native level)</li> <li>* Ability to work in a fast-paced environment</li> </ul> <p>【Welcome】</p> <ul style="list-style-type: none"> <li>* Experience in luxury industry</li> <li>* Marketing background</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* Permanent position</li> <li>* Well-known company</li> <li>* Family oriented culture</li> <li>* International supportive workplace</li> </ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.</p>
Company Info	European luxury band and the company has been one of the top market leaders with long history in the industry.
English Level	Fluent (TOEIC 865-)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5000K - JPY 6500K