

## Job Detail

Staff Level

Position Title	Executive office/Assistant 4~6M Yen!
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	Business Consulting
Location	Asia Japan Tokyo
Job Description	<p>Play a crucial role in providing administrative and operational support to executives and senior management within the organisation.</p> <p>Description</p> <p>Arrangement of meals</p> <p>Schedule management, coordination</p> <p>Arrangement of travel transportation and accommodation</p> <p>General assistant duties, telephone calls, reception, purchasing of supplies etc.</p> <p>Profile</p> <p>Basic PC skills</p> <p>Excellent communication skills</p> <p>Proficiency in English is preferable</p> <p>Job Offer</p> <p>Competitive salary will be determined depending on previous experience</p> <p>Annual salary increase and bonus</p> <p>Great work life balance</p> <p>Opportunity to further career and enhance skills</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	Dynamic forward thinking company where supportive environment is prioritised and team work is extremely valued.
English Level	Minimum Communication Level (TOEIC 225-470)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 4000K - JPY 6000K