

## Job Detail

Staff Level

Position Title	[Executive Assistant] Leading Global Investment
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 Finance/Bank/Securities/Investment - Administration/Support/Back Office
Industry	Investments
Location	Asia Japan Tokyo
Job Description	<p>The client is expanding their business in Japan and looking for a new Executive Assistant position to provide administrative and organizational support.</p> <p>Description</p> <ul style="list-style-type: none"> <li>* Efficiently manage multiple executive calendars, ensuring all appointments and meetings are accurately scheduled.</li> <li>* Provide professional telephone support, handling calls with courtesy and professionalism, taking messages or addressing inquiries as needed.</li> <li>* Coordinate comprehensive travel arrangements, both domestic and international, including flights, accommodations, car rentals, and car services.</li> <li>* Offer general administrative assistance, including document creation, editing, and maintenance of various files, spreadsheets, and presentations.</li> <li>* Organize internal and external meetings, handling room reservations, equipment setup, catering, and preparation of meeting materials such as presentations, agendas, and necessary documents.</li> <li>* Follow up on action items resulting from meetings as directed, ensuring timely completion.</li> <li>* Manage department supply and stationery requests, including letterhead, envelopes, business cards, and office supplies.</li> <li>* Distribute daily mail to the appropriate team members.</li> <li>* Undertake ad-hoc assignments as requested, demonstrating flexibility and adaptability.</li> </ul> <p>Profile</p> <ul style="list-style-type: none"> <li>* Experience in Executive Assistant, administrative support to executive levels</li> <li>* Real estate-related experience is strongly preferred</li> <li>* Excellent verbal and writing communication in both English and Japanese (native level)</li> <li>* Strong computer skills - Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint)</li> <li>* Ability to work in fast-paced environment and visit office frequently</li> <li>* Detail oriented with strong sense of confidentiality</li> </ul> <p>Job Offer</p> <ul style="list-style-type: none"> <li>* International workplace</li> <li>* Growing business in Japan</li> <li>* Attractive benefit package</li> <li>* Communicate with overseas offices</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	The company is a prominent global investment firm specializing in real estate and hospitality. With a strong track record of successful investments and a strategic approach, the company identifies and capitalizes on lucrative opportunities in the market, creating value and delivering exceptional returns to its investors.

English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 8000K - JPY 11000K

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