

Job Detail

Staff Level

Position Title	Executive Assistant - Leading Investment Management
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>You will provide administrative support to the Country Manager, Managing Directors and team members, helping them to manage their schedules, coordinate meetings and events, handle correspondence, and manage other daily tasks.</p> <p>Description</p> <ul style="list-style-type: none">* Manage calendar, schedule appointments, and arrange travel logistics* Coordinate and schedule meetings with internal and external stakeholders* Handle confidential information and maintain a high level of professionalism and discretion* Support travel arrangement including VISA application, travel claims, managing meeting schedules for overseas trips* Provide administrative support as needed to other members of the executive team* Handle office management related matters facilities, equipment, stationery, pantry supplies* Perform ad-hoc projects as required <p>Profile</p> <ul style="list-style-type: none">* Experience as an Executive Assistant or Group Assistant in Financial supporting C-level* Native level Japanese and high business level English* Excellent organizational, time management, and prioritization skills.* Strong communication and interpersonal skills.* Ability to work independently, manage multiple priorities, and meet deadlines.* Flexibility and adaptability to work in a fast-paced environment.* Professional demeanor and positive attitude.* Ability to work office-based <p>Job Offer</p> <ul style="list-style-type: none">* Competitive salary and benefits* Opportunities for career growth and development* Exposure to high-level executives and decision-making processes* Use English mainly at work <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	A notable presence in the financial sector, this company specializes in investment management and asset allocation strategies. Renowned for its expertise in navigating market fluctuations, it offers tailored financial solutions to clients seeking to optimize their portfolios.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level

Salary	JPY - Japanese Yen JPY 7000K - JPY 9000K
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