

Job Detail

Staff Level

Position Title	[Administrative Assistant] Private Investment firm
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	2024-04-18 / 2024-04-18
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 Admin position to provide administrative and organizational support.</p> <p>Description</p> <ul style="list-style-type: none">* Efficiently manage multiple executive calendars using Microsoft Outlook, ensuring all appointments and meetings are accurately scheduled.* Provide professional telephone support, handling calls with courtesy and professionalism, taking messages or addressing inquiries as needed.* Coordinate comprehensive travel arrangements, both domestic and international, including flights, accommodations, car rentals, and car services.* Offer general administrative assistance, including document creation, editing, and maintenance of various files, spreadsheets, and presentations.* Organize internal and external meetings, handling room reservations, equipment setup, catering, and preparation of meeting materials such as presentations, agendas, and necessary documents.* Follow up on action items resulting from meetings as directed, ensuring timely completion.* Manage department supply and stationery requests, including letterhead, envelopes, business cards, and office supplies.* Distribute daily mail to the appropriate team members.* Undertake ad-hoc assignments as requested, demonstrating flexibility and adaptability. <p>Profile</p> <ul style="list-style-type: none">* Experience in administrative support to executive levels* Excellent verbal and writing communication in both English and Japanese (native level)* Strong computer skills - Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint)* Ability to work in fast-paced environment and visit office frequently* Detail oriented with strong sense of confidentiality <p>Job Offer</p> <ul style="list-style-type: none">* International workplace* Attractive benefit package* Communicate with overseas offices <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 6000K - JPY 8000K

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