

Job Detail

Staff Level

Position Title	【Office Manager/Executive Assistant】 Fashion/retail industry
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	2024-04-23 / 2024-04-23
Job Type	Administrative - Secretary
Industry	Fashion/Apparel/Accessory
Location	Asia Japan Tokyo
Job Description	<p>Great chance to work in a Hybrid role as Office Manager/Executive assistant. Will provide general Administrative support ensuring everything runs smoothly.</p> <p>Description</p> <ul style="list-style-type: none">* Provide executive support for the president.* Provide administrative support ensuring day to day runs smoothly.* Maintain great office environment.* Translate documents English/Japanese.* Coordinate office meetings and events. <p>Profile</p> <ul style="list-style-type: none">* Have previous experience as an Office Manager or Executive assistant.* Great interpersonal communication skills.* Very good organisation skills/time management.* High level communication skills in both English and Japanese.* A team player but is also able to succeed as an individual. <p>Job Offer</p> <ul style="list-style-type: none">* Paid leave, weekends off and all public holidays in Japan.* Employee discounts.* Special benefit program.* Health insurance, national pension and labour insurance coverage. <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	Become a part of this established international brand making a big impact in the Fashion/retail industry.
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Business Level(JLPT Level 2 or N2)
Salary	JPY - Japanese Yen JPY 5500K - JPY 7000K