

求人情報

スタッフレベル

ポジション名	Executive Assistant ~ ¥8M !
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-05-02 / 2024-05-02
職種	事務系 - 秘書
業種	投資・ファンド関連
勤務地	アジア 日本 東京都
仕事内容	<p>Are you ready to step into a pivotal role supporting senior professionals in the finance industry? Join as an Executive Assistant and take charge of managing calendars, coordinating travel arrangements. Each day presents new challenges and opportunities for growth in this dynamic environment</p> <p>Description</p> <ul style="list-style-type: none">* Calendar Management: Efficiently managing calendars, contacts, and tasks using Microsoft Office tools.* Travel Coordination: Handling domestic and international travel arrangements, including flights, accommodations, and meeting schedules.* Documentation Management: Organizing and managing both digital and hard copy filing of confidential deal information. <p>Profile</p> <ul style="list-style-type: none">* The ideal candidate brings at least 5 years of experience in a corporate environment,* Demonstrating proficiency in Microsoft Office and business English* Highly organized, proactive, and able to thrive under pressure, you possess excellent communication skills and a strong attention to detail. <p>Job Offer</p> <ul style="list-style-type: none">* Competitive salary and benefits package* Opportunities for career advancement and professional development* A supportive work culture that values work-life balance* Exposure to diverse projects and the chance to work with industry leaders <p>Ready to embark on a rewarding career journey?</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>
企業について(社風など)	Top tier U.S financial services company
英語能力	ビジネス会話 (TOEIC 735-860)
日本語能力	ネイティブレベル
年収	日本・円 700万円 ~ 800万円