

求人情報

スタッフレベル

ポジション名	[Assistant to CEO] Luxury Jewelry Brand
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	高級消費財
勤務地	アジア 日本 東京都
仕事内容	<p>You will be supporting and reporting directly to the CEO. You will have a chance to work in an international environment for a European-based luxury brand.</p> <p>Description</p> <ul style="list-style-type: none">* Prepare and create sales reports as well as presentations* Contact with VIP guest, media and customer* Support event planning* Schedule business trip and expense settlement* Liaison with HQ <p>Profile</p> <ul style="list-style-type: none">* EA or secretary experience* Have a sense of business and hospitality mindset* Good PC skills (Word, Excel, PowerPoint)* Excellent communication in both English and Japanese (native level)* Ability to work in a fast-paced environment <p>【Welcome】</p> <ul style="list-style-type: none">* Experience in luxury industry* Marketing background <p>Job Offer</p> <ul style="list-style-type: none">* Permanent position* Well-known company* Family oriented culture* International supportive workplace <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>
企業について(社風など)	European luxury band and the company has been one of the top market leaders with long history in the industry.
英語能力	流暢 (TOEIC 865点以上)
日本語能力	ネイティブレベル
年 収	日本・円 500万円 ~ 650万円