

求人情報

スタッフレベル

ポジション名	[Executive Assistant] Leading Private Investment firm
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	2024-04-23 / 2024-04-23
職種	事務系 - 秘書 金融/銀行/証券/投資 - 事務/バックオフィス
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>You will provide administrative support to Managing Directors and their 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">* Provide professional and private secretarial support* 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* Provide administrative support as needed to other members of the executive team* Act as a liaison between the MDs and other departments, managing requests and ensuring timely responses <p>Profile</p> <ul style="list-style-type: none">* Experience as an Executive Assistant, Group Assistant (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>
企業について(社風など)	The company is a leading private investment firm that focuses on investing in Asia's fast-growing markets. They have a proven track record of successfully investing in a range of sectors, including real estate, private equity, and distressed debt.
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 ~ 900万円