



## Administrative assistant in entertainment company 👍 Exclusive job

### Working in global entertainment

#### Job Information

##### Recruiter

[en world Japan K.K](#)

##### Hiring Company

Global famous entertainment company

##### Job ID

1198315

##### Company Type

Small/Medium Company (300 employees or less) - International Company

##### Non-Japanese Ratio

About half Japanese

##### Job Type

Temporary

##### Location

Tokyo - 23 Wards

##### Salary

Negotiable, based on experience

##### Refreshed

June 26th, 2024 02:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

Native

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

- Scheduling meetings, internally and externally across different regions and time zones
- Maintaining calendars for team members, including booking and confirming meetings
- Coordinate travel arrangements (domestic and international)
- Administrative duties around processing travel, expense reports, digital and physical filing, ordering of equipment, etc.

- Organize and manage logistics from small to large company events - venue arrangement, guest invitations, event programming, gifts, etc
- Track vendor invoices and payments if any
- Manage various internal events/off-sites for the team
- Heavy communication internally and externally
- Creating presentations and documents using PowerPoint and Google Apps in English and Japanese
- Maintain flexibility and openness to take on additional projects as necessary or assigned

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## Required Skills

- Strong verbal and written communication skills in both English and Japanese
- 8+ years as an executive or administrative assistant
- Team-player who operates in a fast paced team-oriented setting
- Ability to be discrete and maintain confidential information
- Understanding of how to prioritize and respond accordingly
- Ability to negotiate fair rates whilst maintaining vendor relationships
- Passion and interest in the entertainment industry

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## Company Description

### エンワールドについて

エンワールドは、アジア太平洋地域7カ国を拠点に、スペシャリスト・管理職のリクルーティングサービスを提供しています。また、海外拠点との連携によりクロスボーダリクルートメントでグローバル企業のサポートも可能にします。

### エンワールド・ジャパンについて

エンワールド・ジャパンは、外資系企業や、グローバルな視点を持つ日本企業を対象に、業界専任コンサルタントと職種専任コンサルタントとの二軸からのキャリアコンサルティングにより、きめ細かいマッチングを可能にします。

エンワールド・ジャパンは、金融、財務を専門分野とするウォールストリートアソシエイツとして1999年に設立されました。その後、多岐に渡る業界や職種においてサービスを展開、2010年にインターネットベースの採用ソリューションでは国内トップクラスである、エン・ジャパン株式会社のグループ会社となりました。

エンワールド・ジャパン株式会社  
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### About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 7 countries, we support global companies' recruitment needs through our Asia Pacific network.

### About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

en world Japan K.K.  
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