



Executive assistant

Job Information

Recruiter

[en world Japan K.K](#)

Hiring Company

Global Industrial company

Job ID

1255170

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

3.5 million yen ~ 4 million yen

Refreshed

July 26th, 2024 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- Manage the executive's appointments and schedules and make travel arrangements to make best use of his time.
- Plan, organize, and schedule own workload so that these activities are completed accurately and on time. These activities may include but not limited to preparing documents and presentation materials; screening and responding to incoming correspondence, inquiries, and phone calls; drafting letters and official information releases; arranging and attending meetings; taking and distributing meeting minutes, organizing company activity/event, etc.
- Gather, compile, verify, and analyze information for the executive to use in documents such as memos, letters, reports, speeches, presentations, and news releases
- Facilitate smooth communications between the executive and other executives, managers, employees, channel partners and external parties such as media, customers, vendors etc.
- May have access to the executive's email accounts to schedule their appointments and answer or redirect routine enquiries from internal or external sources
- Handle confidential information and maintain the security of the executive's official and personal records and files
- Maintain the executive's travel and expenses records; monitor, review, and approve standard expenditures to ensure that the activities of the office are conducted within established budgets
- Provide basic translation (Japanese to English/English to Japanese) for business reports and team communication
- Undertake any relevant tasks as may be directed by the superior from time to time.

Required Skills

- University degree or diploma;
- 3-5 years' working experience in commercial area and in MNCs,
- Strong sense of discretion, confidentiality, good knowledge of technical and business vocabulary, service & detail oriented.
- Fluent in oral and written Japanese and English
- Excellent communication skill across levels, functions and cultures
- Analytical, self-motivated, energetic, good at execution, skillful for multi-tasks, quick learner, can work independently and also under high pressure
- Good MS Office skills, Word, Excel, PowerPoint and usual productivity software; SAP experience is a plus
- Team player

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ー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。

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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ーションにより、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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