



## Executive Assistant to the President

### Job Information

**Recruiter**
[en world Japan K.K](#)
**Job ID**

1292070

**Company Type**

International Company

**Job Type**

Temp to Perm

**Location**

Kanagawa Prefecture

**Train Description**

Minatomirai Line, Minatomirai Station

**Salary**

5 million yen ~ 6 million yen

**Hourly Rate**

1800

**Work Hours**

9:00-18:00

**Holidays**

[勤務日] 月～金、週5日

**Refreshed**

July 5th, 2024 03:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**Job brief**

We are looking for an Executive Assistant to the President, whose primary role will be Executive level administrative support. The new President is a native English speaker and has lived in Japan for 15 years, however Japanese language support for E>J and J>E will be an essential part of the role. This would include language support for non English speaking Japanese staff in meetings with the President and support to the President in

external engagements.

In addition, the Executive Assistant is expected perform a variety of administrative tasks for the President and some support for the Presidents direct reports (The Japan Leadership Team). The Executive Assistant's other responsibilities include managing email, calendars, travel arrangements, expense reports, meeting documentation, communications etc.

To be successful in this role, you should be well-organized, proactive, self motivated with strong language skills and have good self confidence in internal and external interpretive situations. Good time management skills and an ability to act without guidance are also important. As you will be involved in Presidential matters, so trust and a strong sense of integrity is vital.

Ultimately, you will contribute to the efficiency of our business by providing personalized and timely support to the President and executive members.

#### Responsibilities

Act as the point of contact for the President, with executives, employees, customers and other external partners

Translation and Interpretation support to help communication between executive and others as needed basis.

Manage information flow in a timely and accurate manner

Manage executives' mail, calendars and set up meetings

Make travel and accommodation arrangements for President and visiting international guest. Language support for global visitors.

Expense management and prepare weekly, monthly or quarterly reports

Format information for internal and external communication – memos, emails, presentations, reports

Take minutes during meetings

Screen and direct phone calls and distribute correspondence

Organize and coordinate internal all-staff meetings/events including regular new letter communications and other engagement activities on behalf of the Japan Leadership Team.

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#### Required Skills

##### Requirements:

Work experience as an Executive Assistant, Personal Assistant, or similar role in foreign based company for 3 years or more.

Excellent interpretation & translation skills E>J, J>E

Confidence in language ability in 1:1 support and also large team meetings/all staff meetings

Excellent MS Office knowledge

Outstanding organizational and time management skills

Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)

Excellent verbal and written communications skills in Japanese and English.

Discretion and confidentiality

Self confident, Self Motivated, Strong sense of humility, team player

Associate degree

Additional skills that could strengthen your application (but not essential)

PA diploma or certification

Healthcare/Medical Device experience

Familiarity with digital marketing/communications

##### Language

Using English in business for 3 years or more

Japanese

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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。

##### 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子会社となりました。

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.

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