



## エグゼクティブパーソナルアシスタント/ Executive Personal Assistant

エグゼクティブリーダーと共に多くの国際的な活動、会社の成長戦略に携わる事が出来る

### Job Information

**Hiring Company**

[AINEO Networks](#)

**Job ID**

1327574

**Division**

MD Office

**Company Type**

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

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6 million yen

**Refreshed**

April 1st, 2025 07:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

**Job Summary:**

With the increased volume of business and partnerships at AINEO Networks, we are now looking for a bright driven individual to join the the team to directly work alongside our Managing Director at our Tokyo office. Given that AINEO is a growing venture company, this role will have administrative, personnel and talent management coordination, accounting, and corporate communication elements in the scope of work. As such, the future personal growth possibilities are wide open.

In short, AINEO is looking for a bright, quick, and flexible person with some administrative experience or organizational skill to join our team in Tokyo.

**Job Responsibilities:**

- Providing secretarial and administrative function for MD's day-to-day operations
- Update company and service blogs and websites (announcements, articles, business updates)
- Procurement of office supplies including stationery, equipment, etc.
- Support finance team in managing accounts payable/accounts receivable to report back to MD
- Work closely with MD to improve operations, marketing, and set growth goals
- Manage and organize MD's business and personal agendas including:
  - Liaise and relay incoming contacts (phone, messages) for MD
  - Accurately and comprehensively take notes at executive meetings
  - Plan travel, flights, accommodation and ground transportation
  - Coordinate events, appearances, and appointments
  - Draft correspondence such as emails and letters
  - Administration assistance on side non-profit organization (NPO) work

Not only is an Executive Personal Assistant well rewarded, but also has an invaluable chance to develop technical, interpersonal, and business skills, from the close involvement in the executive level agendas and international connection each week.

**Required Skills**

Essential qualifications:

You will need to love variety, be able to work independently, communicate well with others, and be organized.

- Native level Japanese (Business level English)
- Tech-savvy and experience with word processing and email programs
- Comfortable with social media and websites.
- Experience in managing schedules or projects
- Experience managing the calendar of a busy office
- Some customer service experience is nice to have, but not mandatory
- University degree or equivalent level of education not required

Skills:

- Strong interpersonal skills
- Active listening and good communication skills
- Proactive approach to problem-solving
- Ability to multitask
- Strong time-management and organization skills
- Outgoing, bright, quick, and flexible personality.

Technical Skills:

- Competent in using Windows and/or Apple OSX computers for daily adventures
- Familiarity with iOS or Android Smartphone apps
- Word, Excel, PowerPoint, (MS Office application experience)
- Understanding Business Flow and ERP is a plus

**Company Description**

AINEO Networks (アイネオと発音) は、1996年に数名のエンジニアによって設立され、フォーチュン500に選ばれ日本でビジネスを展開する企業などへ様々なコンサルティングを提供してまいりました。

弊社の開発チームは効果的にテクノロジーを利用することで、お客様が利益を上げることを可能とします。これはAINEOの設立以来の強みです。AINEOでは様々なシステムやサービスを提供、サポートしておりますが、最も重要な点は、弊社では担当した全てのシステムなどの詳細を把握し、継続的な見直しを行っていることです。

チームは26人の専門家からなり、情報テクノロジーやボイスシステムのコンサルティングを行っております。お客様は、主要な航空、化粧品、保険会社、建築関連、高級品を扱う企業、著名な米国のソフトウェア会社、日本全国・アジア地域などで事業を展開する大規模な小売業者など様々です。

AINEOは「BQF」 - bright, quick, flexibleとして知られており、皆様が活躍できる素晴らしい職場を用意しております。奮ってご応募ください。

AINEO Networks (pronounced EYE-NEY-OH) was founded by engineers who started by doing consulting for Fortune 500 companies in Japan in 1996.

AINEO's team has a distinct ability to effectively apply technology to generate revenue for the client came into high demand. It has been the strength of AINEO ever since.

AINEO Networks is a regional provider of technology systems, support and service. One of AINEO's most important traits is that our team remembers our consulting roots at every site we are entrusted with, consistently reevaluating the systems, products, and processes implemented.