



Personal Assistant to a Managing Director

Ready for a challenge? Join our team

Job Information

Recruiter

ALBERTO K.K.

Hiring Company

Alberto Recruitment

Job ID

1448487

Industry

Other

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 18th, 2025 14:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Are you a young, energetic individual with a passion for social media content and ready to take on challenges and make things happen? Do you have excellent English and Japanese communication skills, along with experience in managing social media platforms? Join us as a Personal Assistant to the Managing Director (MD) and help run multiple businesses by leveraging your social media expertise, can-do attitude, solution-driven mindset, and attention to detail.

Responsibilities:

- Manage social media accounts for multiple businesses and foster effective communication
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, and videos)
- Provide comprehensive administrative support to the MD and assist in organizing business schedules
- Handle ad-hoc tasks and projects assigned by the MD

Requirements:

- Fluent in Japanese (ideally native-level) and proficient in English
- Strong organizational and time management skills
- Hands-on experience in content management for social media
- Ability to deliver creative content (text, image, and video)

What We Offer:

- Exciting, fast-paced work environment that values your skills
- Opportunity to work closely with the MD and gain exposure to multiple businesses
- Professional growth and development opportunities
- Supportive and inclusive team culture

If you're a motivated, energetic individual with a passion for making a difference, we want to hear from you! Submit your resume to apply.

Note: Only selected candidates will be contacted for interviews. We appreciate your understanding.

Company Description

About ALBERTO K.K.

Alberto Recruitment is a boutique recruitment agency based in Tokyo and is focused on Legal & Compliance, Finance & Accounting, and Sales & Business Development. Previously known as Legal Intel, the firm comprises a team of talented specialist recruiters who have built a strong reputation for the search and placement of qualified and non-qualified legal and compliance professionals with international companies, as well as placing support function staff with international law firms.

We have a proven track record of successfully finalizing complex mid to senior and executive-level searches for international and Japanese clients. Our recruitment service covers the following industries:

- Pharmaceutical & Healthcare
- Retail, Fashion & Consumer (FMCG)
- Information Technology
- Manufacturing & Industrial
- Professional Services

Legal Team - Legal & Compliance Recruitment

Our Legal Team specializes in Japanese and foreign companies in Tokyo as well as the recruitment of bilingual support staff for leading international law firms. We are able to cover the following legal job functions:

- In-House Counsels
- General Counsel & Head of Legal
- Legal Managers & Contract Managers
- Legal Specialist
- Legal Assistants & Corporate Paralegals
- Law Firm Support Functions (Paralegals & Legal Secretaries)
- Business Development / Marketing Professionals
- Corporate Compliance Officers

Accounting Team - Finance & Accounting Recruitment

Our Accounting Team are experts in the area of commerce finance & accounting recruitment. We aim to deliver results and are able to provide recruitment solutions tailored to the specific needs of our clients. The following are the finance & Accounting positions we cover:

- CFO / Financial Director
- Financial Manager / Financial Controller
- FP & A Director / FP & A Manager
- Senior Financial Analyst / Financial Analyst
- Accounting Manager / Junior to Senior Accountant
- Treasury / Treasury Manager
- Internal Auditor / Internal Audit Manager / Internal Audit Director
- Tax Staff / Manager

Sales Team - Corporate Sales Recruitment

We handle a wide variety of corporate sales roles for our clients from Account Executive to Sales Manager and Business Development positions. The following are the Sales positions we handle:

- Sales Manager & Sales Director
- Account Executive / Account Manager
- Sales & Business Development Representative

For further information on our company and our recruitment services, please visit us at www.alberto-recruitment.com, or www.facebook.com/albertorecruitment

アルバートリクルートメントについて

アルバートリクルートメントは、中小企業からフォーチュン500に入る大企業まで様々なクライアントへ人材を紹介しております。

法律に特化した人材紹介会社として2011年「リーガルインテル」を創業。法務領域のプロフェッショナルとしてサービスを提供してきましたが、他領域への紹介依頼も増え、経理財務領域のサービスを開始いたしました。

創業10周年を迎え、さらなる事業拡大のため「アルバートリクルートメント」へ社名を変更し、現在は「法務、経理・財務、セールス」の3つの領域を専門としております。

弊社では専門性の高いサービスを提供することを心掛けており、多くの企業・求職者の皆さまから評価を頂いております。1名のコンサルタントが企業側・求職者側、両方の窓口を一括して担当し、的確な情報を提供し迅速に対応いたします。

詳しくは弊社のウェブサイトをご覧ください。

www.alberto-recruitment.com