



## Executive Assistant

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Hiring Company**

An international luxury watch company

**Job ID**

1456360

**Industry**

Apparel, Fashion

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

November 12th, 2024 05:00

### 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

**[JOB RESPONSIBILITIES]**

- Offer administrative assistance to the Country Manager through tasks such as inputting written communications, generating reports and files, managing or filtering incoming phone calls and guests, scheduling meetings with different departments and clients, and coordinating travel plans
- Initiate communication with various brands, departments, companies, individuals, or any outstanding documents as instructed by the Country Manager, including checking and reporting on their current statuses.
- Oversee all incoming and outgoing communications for the Country.
- Supervise the Manager's Office to guarantee prompt and precise reception and distribution of these communications.
- Establish and uphold filing systems for the Country Manager's Office correspondence, ensuring both secure storage and confidentiality.
- Coordinate meetings, draft meeting minutes, and oversee follow-up tasks associated with the meetings.
- Produce and compile periodic sales figures and business plans for various brands as per the Country Manager's requirements.
- Submit monthly payments and expenses for both the Country Manager and functional contractors.

- Assist with Travel Arrangement, Visa applications, housing, and miscellaneous etc

**[REQUIREMENTS]**

- 5 years of working experience as Secretary/PA to executive levels.
- Detail-oriented and have interpersonal skills

**[FOR FURTHER INFORMATION]**

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Company Description