



Personal Assistant

Job Information

Recruiter

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

Hiring Company

British Fashion Brand

Job ID

1457495

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

March 3rd, 2025 02:00

General Requirements

Minimum Experience Level

Over 3 years

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

[JOB RESPONSIBILITIES]

- Being first point of contact for leadership team
- Attend meetings with the Retail Management team for interpretation
- Processing expenses in line with company policy
- Raising purchase orders and paying invoices in line with company procedures
- Booking travel and organising trip itineraries
- Handling IT and Maintenance queries

- General office administration
- Supporting production of presentations and papers
- Providing support to other team members when required
- Organising events on the request of the leadership team (e.g. team meetings, global townhall meetings etc.)

[REQUIREMENTS]

- Previous experience of working as a PA to Senior Management
- Strong communication including excellent written and spoken English and Japanese
- Highly computer literate, particularly in Word, PowerPoint and Excel
- Experience in Concur or other travel and expense systems
- Experience in using technology for meetings (VC, teleconference, skype, webex etc)
- Strong administrative and organisational skills with the ability to multi task
- Professionalism and a high degree of confidentiality and integrity
- Ability to be very flexible and to re-prioritise near-term assignments

Company Description