



## 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**

September 2nd, 2024 04:00

### 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

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Company Description