



Executive Assistant/ Admin

Job Information

Recruiter

[Hire Pundit Japan Corporation](#)

Job ID

1478535

Industry

Other

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Refreshed

July 4th, 2024 19:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

- Coordination of internal and external meetings
- Business trip arrangements
- Setup support for permanent staff
- Hosting of overseas staff
- Set up case-up dinner
- Interpreter arrangements

Company Description