



Michael Page

www.michaelpage.co.jp

Secretary/Personal Assistant - Luxury Retail Brand

Secretary/Personal Assistant - Fashion

Job Information

Recruiter
[Michael Page](#)
Job ID

1482624

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

June 19th, 2024 13:46

General Requirements

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

You will provide high-level administrative support to the CEO of Japan. This role requires a proactive, self-driven individual who can maintain a realistic balance among multiple priorities and manage sensitive matters with confidentiality.

Client Details

Our client is a prominent player in the luxury eyewear and fashion industry, offering a collaborative and engaging work environment. The successful candidate will have the opportunity to work closely with senior leadership and be involved in critical business functions and high-level decision-making processes.

Description

- Coordinate and manage meetings, addressing scheduling issues
- Efficiently organize meetings, secure appropriate venues, and handle logistics
- Arrange comprehensive business travel plans, including expense reporting.
- Accompany the CEO during key meetings, trips, and engagements.
- Provide translation support during meetings involving local customers/vendors
- Facilitate communications with various departments for scheduling and meetings.
- Coordinate event logistics, including HQ team visits and employee events.

- As Personal Assistant, fulfill assigned projects, including personal events and family needs.

Job Offer

- Rich history and global recognition brand
- International working environment
- Opportunities for professional growth, skill development, and career advancement in retail industry
- Attractive benefit package

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

Required Skills

- BA degree with more than 5 years of experience as an Executive Assistant or Personal Assistant in an administrative role.
 - High fluency in English and native-level Japanese communication skills.
 - Excellent verbal and written communication skills.
 - Strong interpersonal, organizational, and time management skills.
 - Proactive, self-driven, energetic, and positive with problem-solving and decision-making abilities.
 - Proficient in Excel, Outlook, and PowerPoint.
 - Flexibility to adapt to the needs of the business, travels may be expected
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Company Description

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