



Michael Page

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【Assistant】 WFH/Flex opportunities

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Job Information

Recruiter

Michael Page

Job ID

1486054

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Refreshed

July 12th, 2024 11:36

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This role involves providing administrative support to one of the directors, assisting with research surveys and various projects by liaising with internal and external parties, managing documents, and coordinating events. Responsibilities also include handling travel arrangements, expense settlements, and maintaining organized filing systems.

Client Details

A Japanese non-profit organization, dedicated to promoting global peace and security through research, policy recommendations, and funding diverse projects. It focuses on peace building, maritime issues, international cooperation, social innovation, Japan-US relations, and women's empowerment.

Description

- Liaise with internal and external parties for smooth project execution.
- Prepare and manage documents, including approvals, contracts, and requests.
- Coordinate logistics for conferences, study groups, and receptions.

- Arrange travel details for the director, including transportation and accommodation.
- Maintain and organize information and filing systems for project documentation.

Job Offer

- 20 days annual leave plus one week Summer vacation.
- Work in a environment with highly intelligent and knowledgeable individuals.
- An environment where English usage is required on the daily.
- Support for working parents and those with young children.
- Free lunch In the office up-to 9000 yen per month.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Mentally Strong with a great work ethic.
 - Strong verbal and written skills both in English and Japanese.
 - Proactive and strong willed with a high sense of initiative.
 - Attention to detail and accuracy handling documents and logistics.
 - A Strong passion for nature and Islands is favourable.
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Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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