



Sales Administration (CxO Office)

株式投資型のクラウドファンディングサービスを提供する国内企業

Job Information

Recruiter

Ascent Global Partners K.K.

Job ID

1486396

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 6 million yen

Refreshed

July 18th, 2024 11:22

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

As a Sales Administrator in the CxO Office, you will provide critical support to the Management Strategy Office and ensure smooth communication across related departments. This role involves handling financial products, promptly updating legal amendments, and improving operational processes to ensure accuracy and efficiency.

Key Responsibilities

- Provide secretarial support to department executives (3 Executives).
- Manage projects for team members.
- Create documents and perform data entry tasks.

Required Skills

- Proficiency with Microsoft Office applications.

- Excellent communication skills and a proactive approach.
- Experience as an executive secretary.
- Organization skills.

Company Description