



Executive Assistant & Business Support Management

Job Information

Hiring Company

[Assurant, Inc.](#)

Job ID

1486808

Industry

Other (Banking and Financial Services)

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Chuo Line Rapid (Takao-Tokyo), Tokyo Station

Salary

5 million yen ~ Negotiable, based on experience

Holidays

完全週休二日制（土、日）、祝日、年末年始 等

Refreshed

July 31st, 2024 00:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Executive

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 Purpose (Why job exists)

This position is responsible for providing various supports necessary/ required to Japan Country President as an executive assistant while at the same time in charge of number of administrative duties for office management in a timely, effective, and professional manner working closely with executives, Japan Leadership Team (JLT) members, colleagues, and external parties.

The area of business support management is broad and can vary/ evolve depending on the needs. It includes but is not limited to executive assistant duties, office management, employee communication and engagement, translation, co-leading

BCP with the assigned JLT member, championing Engagement Champion Team (ECT) together with ECT members, and so forth.

Primary Job Accountabilities/Responsibilities

- Executive assistant duties for Japan Country President from managing calendar/schedule to business travel arrangement to analyzing data and drafting client pitchbooks, expense claims, setting internal and external meetings including pulling together agenda and preparation, distributing meeting summary and tracking action items, seasonal greetings etc. without detailed instructions
- Provide full administrative support to Japan Leadership Team (JLT) members such as setting up internal/ external meetings, business travel arrangement, booking and setting up venue/ restaurant for meetings and entertainment, taking care of visitors, etc.
- Organize and manage communication between JLT/ global leaders and employees on various projects, tasks, and events as well as providing an effective means of communication through accurate and genuine translation between Japanese and English verbally and in writing, leveraging external translation services and machine translation as needed
- Liaise with relevant Executive Assistants of global leaders for visa , accommodation, transportation, meals, townhalls, employee gathering and other various logistics for their Japan travel
- Assist in preparing for business plans, regular business reviews, and various other reports as required
- Help JLT members adhere to various company policies in coordination with Compliance for entertainment and gift giving activities
- Act as a point of contact for external agencies and contractors and assist with invoice between external parties and our Finance/ Accounting
- Responsible for office management to ensure organizational effectiveness, efficiency and safety
- Establish office management related operations and procedures and coordinate with IT on all office equipment
- Educate and remind new joiners and incumbents on office management processes and procedures as well as BCP related info including but not limited to Employee Safety Checking System (安否確認システム) and its operation, regular inspection by Tokyo Fire Bureau, regular window cleaning by landlord, etc. while managing relationship with such external parties
- Take care of office layout based on the changing needs of the company and employees, e.g. manage allocation of lockers, leading layout change, report office layout and requested info to the global team in charge
- Procurement/ inventory control of office stationaries and pantry supplies including business cards and manage receiving and sending out postal mails/ parcels
- Handle incoming calls and emails via company main phone/ email
- Support Japan Employee Champion Team (ECT) closely working with Japan People Organization and Japan Marketing & Communication
- Proactively explore and identify latent needs for business support at various teams, aggregate those needs and establish the support scheme for efficiency and productivity

Required Skills

Basic Qualifications Required - Experience, Skills, and Knowledge

- Bachelor's degree in business or related discipline
- 7+ years of experience in executive assistant reporting directly to the head of the country
- A few years of office management/ business support experience
- Excellent written and verbal communication skills in both Japanese and English
- Strong stakeholder management and influencing skills
- Excellent at prioritization, time management, and organizing and coordinating multiple projects/ tasks simultaneously
- Highly flexible and able to multi-tasking managing competing priorities and deal with last minute changes
- Keeping holistic view and yet details oriented
- Logical, analytical, resourceful, action/ solution oriented hence not hesitant to ask for clarification/ questions
- Ability to keep company confidences
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams), SharePoint and Zoom
- Matured, flexible, approachable, strong sense of responsibility and ownership, proactive, supportive

Preferred Experience, Skills, and Knowledge

- Experience in working in a matrix global organization
- Being comfortable working with a certain level of ambiguity

Company Description