



役員補佐 / Executive Assistant | Remote Work Available

国際的なロケーションインテリジェンスのリーディングカンパニーで働く

Job Information

Hiring Company

Navagis, Inc.

Job ID

1486880

Division

Administrative

Industry

Software

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7 million yen

Work Hours

8時~10時開始の選択制（通常はリモート勤務）

Holidays

完全週休二日制、祝祭日カレンダー通り、有給休暇、シックリーブ

Refreshed

November 1st, 2024 01:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About Navagis:

Navagis is a Google Cloud Premier Partner based in the US with offices in San Francisco, Japan, Singapore, and the Philippines. Navagis is a Location Intelligence company that empowers organizations to leverage geospatial information to efficiently run their multiple operations via web and mobile applications. Navagis software solutions are built using Google Maps and Google Cloud technologies and open systems to integrate various information sources into a map-driven common operating picture for the entire enterprise.

We are in need of an **Executive Assistant to the CEO** to join our fast-growing team in **Tokyo, Japan**.

Your Role:

- Handle electronic and written correspondence on behalf of the executive to partners and key management personnel. Will have access to the executive's documents.
- Manage executive's calendar
- Sign up the executive for industry and business activities.
- Find resources – books, training, etc. – specific to the executive's business interests.
- Support in other Asian countries.
- Arrange logistics and/or travel
- Research on companies, topics, and people. Experience with research on conglomerates, partners and people strongly preferred.
- Handle expense reports and other document organization
- Personal assistance, such as purchase personal necessities, line up appointments, etc.
- Attend customer meetings with Executive and help with basic translation
- Assist with various hiring processes

Required Skills

Requirements:

- BA degree or equivalent.
- Experience as a Executive Assistant or Secretary (2 years).
- Japanese as a primary language. Fluent in English.
- Great verbal and written communication skills - Can get along well with customers.
- Can type quickly and take notes on the computer while listening.
- Amenable to work in Minato-ku, Tokyo.

Nice to have:

- Some experience in the technology field would be great, but not mandatory.
 - Experience in Google Technology (Google Docs, Google Sheets) is a plus.
- ※No sales responsibilities or background. No accounting/bookkeeping.
 ※Does not need to manage anyone.
 ※Possible travel but not necessarily and not during COVID situation

Why Join Us

- **Highly flexible and Long Term environment.**
Our Executive Team is mostly Ex-Google. We work hard and have fun while doing it!
We have an active international community. We also offer comprehensive benefits in all the countries we operate in.
- **Our employees develop and support high-end solutions.**
Every day, we push technical boundaries to advance the field of Location Intelligence.
We believe mapping is essential to the world and we are extremely dedicated when it comes to quality and performance.
- **Learn from the BEST and make a difference.**
Our team is composed of some of the best engineers in the world. As a young dynamic company, the work you do will make a big difference.
At Navagis, you will be surrounded by top talent who have years of experience in mapping and cloud infrastructure, deep learning, and more.

Company Description