

MichaelPage

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Executive Assistant - Healthcare Company

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Job Information

Recruiter

[Michael Page](#)

Job ID

1487058

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

2.5 million yen ~ 7 million yen

Refreshed

July 23rd, 2024 17:49

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 support the team Director in a leading consumer healthcare company. This role offers a unique opportunity to collaborate with senior leaders and be at the forefront of driving the company's mission to enable better self-care and contribute to a healthier planet.

Client Details

Our client is a globally renowned company in the consumer healthcare industry, dedicated to creating trusted brands and promoting sustainability. They offer a dynamic work environment where innovation and personal growth are encouraged. The company is committed to acting as a force for good, integrating social and environmental responsibility into every aspect of its operations.

Description

- Schedule Management: Coordinate schedules with local and international counterparts.
- Travel and Expense Management: Handle travel arrangements, reimbursements, and other related tasks.
- Leadership Support: Provide coordination support to team Director
- Collaboration: Work closely with other EA for senior leadership support.
- Event Support: Assist in organizing company-wide events or town halls in collaboration with other assistants.

Job Offer

- Opportunities for career growth through promotions or lateral moves, both locally and internationally.
- Benefit from a well-crafted rewards package that recognizes your contributions and amplifies your impact.
- Extensive health and wellbeing benefits, including high-quality healthcare, wellness programs, and parental leave.

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

- Proficiency in business-level English and native level Japanese.
 - Proficient in Microsoft Office applications (Outlook, Word, Excel, PowerPoint).
 - Over 5 years of experience as an Executive Assistant or Group Assistant in international company
 - Flexibility to adapt to the needs of the business
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Company Description

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