



Michael Page

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【Chinese/Japanese Administrative Assistant】

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Job Information

Recruiter

Michael Page

Job ID

1487372

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6 million yen

Refreshed

July 26th, 2024 17:27

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are seeking a dedicated and highly organized Administrative Assistant to support our Tokyo office. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention to detail. You will play a crucial role in ensuring the smooth and efficient operation of our office.

Client Details

We are part of a leading creative consulting group known for its innovative approach and commitment to fostering sustainable business growth. Our mission is to provide top-notch services and solutions to our clients, driving transformation and excellence in various industries.

Description

- Maintain office supplies inventory, coordinate with vendors, and ensure a well-organized and welcoming office environment.
- Manage calendars, schedule meetings, and coordinate travel arrangements for executives and team members.
- Serve as the point of contact for internal and external communications, including answering phones, responding to emails, and greeting visitors.
- Provide general administrative support to various departments as needed, including data entry, research, and project

assistance.

Job Offer

- Professional development and training opportunities.
- Flexible working hours
- Opportunity to work with global team

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- Comfortable communicating in Chinese and Japanese. English is preferred but not required.
 - Proven experience as an Administrative Assistant, Office Admin Assistant, or similar role.
 - Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
 - Strong organizational and multitasking abilities.
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Company Description

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