



[紹介予定派遣] 秘書/ EA to APAC Managing Director Exclusive job

WFH available, flex-time can be arranged

Job Information

Temp Agency

Randstad K.K., Professionals

Hiring Company

International Sports Fashion company

Job ID

1490784

Industry

Apparel, Fashion

Company Type

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

Job Type

Temp to Perm

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7 million yen

Salary Bonuses

Bonuses included in indicated salary.

Refreshed

August 16th, 2024 11:44

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Responsibilities:

- Provide comprehensive administrative support, including scheduling and calendar management.
- Arrange international and domestic travel logistics.
- Translate documents between Japanese and English.
- Serve as an interpreter (Japanese/English) when needed.

- Organize and promptly submit expense reports.
- Develop agendas, draft meeting minutes, and prepare presentation materials.
- Compose and manage email correspondence while keeping the inbox organized.
- Facilitate clear communication and alignment across multiple global functions.
- Assist in the setup, coordination, and execution of key cross-functional meetings held in the office.
- Collaborate with various teams to ensure seamless execution of both in-person and virtual meetings.
- Set meeting agendas and coordinate with relevant teams to meet requirements and follow up on key actions.
- Plan and organize offsite events and workshops.
- Lead initiatives to promote company culture by organizing team activities and outings.

Future tasks:

- Pursue your professional development goals aligned with your interests in the business.
 - Develop and implement process improvements to enhance team operations.
 - Collaborate with other Executive Assistants across the company to provide consistent support to the APAC leadership teams.
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Required Skills

Preferred Skills:

- Experience as an Executive Assistant with a desire to advance in this role.
 - Proven experience in translating corporate documents.
 - Professional fluency in both Japanese and English.
 - Proficiency in Microsoft Office, including strong PowerPoint skills.
 - Exceptional time management abilities, with a talent for multitasking and handling competing priorities.
 - High emotional intelligence, with a keen sense of discretion and the ability to maintain confidentiality.
 - Expertise in prioritizing and efficiently managing an Executive's schedule, including handling pre-reads, setting agendas, and following up on action items.
 - A proactive attitude towards meeting new people, building relationships, and forming partnerships within the organization.
 - Competence in managing complex international travel arrangements, often involving multiple legs and frequent changes.
 - Flexibility to work varying hours, including occasional weekends and holidays, to support global business needs.
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Company Description