



【Team Assistant/Group Secretary】英語力を活かして外資系企業で活躍！

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Job Information

Hiring Company

[Swiss Re Japan](#)

Job ID

1490996

Division

BHL-COO L&H Reinsurance

Industry

Other (Banking and Financial Services)

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

6 million yen ~ 8 million yen

Refreshed

August 21st, 2024 14:55

General Requirements

Minimum Experience Level

Over 3 years

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

Position objectives and position summary

Performs diverse team assistant / administrator functions, delegated administrative assignments and tasks, supports on branch governance process, events and functions coordination and support on travel management activities for L&H business originating teams.

Main tasks/activities

Client team support and administration

- Understands client requirements and recognizes client needs and priorities (internal and external). Builds collaborative relationships, takes action to meet client needs and concerns, facilitates agreement and seeks alternatives
- Liaises with external clients, executive assistants and other internal employees to organize agendas, reports, presentation material and supports on schedules attendance at meetings / conferences
- Coordinates and prepares information for use in meetings, conferences support on preparing reports from clients
- Demonstrates teamwork, collaboration and intercultural competency in own and cross-functional team. Cultivates key relationships, involves and informs others inside and outside of team

Event management (for client markets and client-facing activities)

- Organizes events and preparing meeting materials as required, working closely with other functions (such as CRES)
- Supports on organizes internal meetings
- Performs other ad hoc administrative and clerical duties and liaises with support services as required for organizing catering and event / publication mail etc

Client database maintenance and administration

- Performs maintenance and administration of client markets related database / tools
- Ensures the data inputs quality and accuracy and fulfils the Legal and Compliance guidelines (Counterparties Due Diligence (CDD) and Anti-Money Laundering (AML))

Branch governance support and administration

- Support the process for Branch Governance for Management and Branch meetings

About Swiss Re

Swiss Re is one of the world's leading providers of reinsurance, insurance and other forms of insurance-based risk transfer, working to make the world more resilient. We anticipate and manage a wide variety of risks, from natural catastrophes and climate change to cybercrime. We cover both Property & Casualty and Life & Health. Combining experience with creative thinking and cutting-edge expertise, we create new opportunities and solutions for our clients. This is possible thanks to the collaboration of more than 14,000 employees across the world.

Our success depends on our ability to build an inclusive culture encouraging fresh perspectives and innovative thinking. We embrace a workplace where everyone has equal opportunities to thrive and develop professionally regardless of their age, gender, race, ethnicity, gender identity and/or expression, sexual orientation, physical or mental ability, skillset, thought or other characteristics. In our inclusive and flexible environment everyone can bring their authentic selves to work and their passion for sustainability.

Required Skills

About you

You have experiences from insurance industry in a multinational company environment, and similar roles previously (including Team Assistant, Junior analyst, Project Management). As a self-driven personality, you pay attention to details and are able to communicate and collaborate with stakeholders across the organization.

Key to success are excellent organizational skills coupled with flexibility to adapt priorities.

Essential

- Minimum 3 years relevant experience in providing team administrative support, data analytical, and event coordination
- Data analytical - able to organize large set of data / spreadsheet, and converting into charts and simple digestible management information
- Organizational, interpersonal communication skills working across a broad range of stakeholders (including senior managers/executives)
- Microsoft Office suite (PowerPoint, Excel & Word) level at intermediate to advance. Experience with TEAMS, SharePoint and Sli.Do functionality is desired
- Have a growth mindset, willingness to take on more responsibilities for professional advancement
- Agile with a "can-do" attitude and thinking 'outside the box' to support delivery of the best solutions to fit circumstances, self-motivated and good attention to detail

Nice to Have

- Understanding of the re/insurance industry, including functional process/activities would be an advantage

Company Description