



Michael Page

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[WFH] Executive Assistant & Office Manager

[WFH] Executive Assistant ~7M

Job Information

Recruiter

Michael Page

Job ID

1493551

Industry

Insurance

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7.5 million yen

Refreshed

September 9th, 2024 18:28

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Provide executive support to senior leadership, manage office operations, and facilitate communication across teams. Drive efficiency through proactive business support and office management. This role offers the chance to work closely with high-level executives and be part of a company driving meaningful impact in people's lives.

Client Details

Global leader in risk management solutions, specializing in protecting the things that matter most to consumers. Known for their innovation and customer-centric approach, they operate across multiple industries, offering a collaborative and dynamic work environment.

Description

- Manage the calendar, travel, and meetings for the Country President
- Provide administrative support to senior leadership, including coordinating meetings and drafting reports
- Facilitate communication between executives and global teams through translations and meetings
- Oversee office management, ensuring organizational efficiency and safety
- Act as a liaison for global leaders during Japan visits, handling logistics like visas and accommodations
- Support employee engagement initiatives and act as a key member of the Business Continuity Planning (BCP) team

- Ensure compliance with corporate policies, coordinating with external agencies and vendors

Job Offer

- Competitive compensation
- Flextime, hybrid and WFH option
- Collaborative environment with opportunities for professional growth

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

- Executive assistant experience with a proven track record in office management
 - Bilingual in Japanese (native level) and English with strong communication skills
 - Proactive, detail-oriented, and able to handle competing priorities with ease
 - Experience in global, matrixed organizations and ability to adapt to ambiguity
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Company Description

Our client is a global leader in risk management solutions, specializing in protecting the things that matter most to consumers. Known for their innovation and customer-centric approach, they operate across multiple industries, offering a collaborative and dynamic work environment.