



【新着!!東京】 Administrative Assistant / Executive Assistant

Please do not hesitate to contact us.

Job Information

Recruiter

[ACS Japan](#)

Job ID

1501299

Industry

Insurance

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience ~ 7.5 million yen

Refreshed

November 14th, 2024 00:00

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

Administrative Assistant / Executive Assistant

【Job Summary】

- The Administrative Assistant performs administrative and secretarial duties supporting overall our company executives and employees, and coordinates amongst executive assistants residing with our company companies on the areas of its responsibilities under the supervision of CIO. The position may be asked to carry out other duties as assigned by its manager. The successful candidate will be a highly trusted and organized individual, and has exceptional interpersonal and multi-tasking skills.

[Key Responsibilities]

- Performs clerical tasks utilizing proper office systems and procedures,
 - Maintains office, procures supplies, provides day-to-day administration, and screens and directs incoming calls or visitors to the appropriate individuals,
 - Assists company executives, employees and internal visitors with scheduling internal appointments, arranging logistics and maintaining calendars as needed,
 - Assists company executives and employees in arranging business trips and processing expenses,
 - Supports new joiners and leavers on onboarding/offboarding per company policies and protocols,
 - Supports sales personnel in preparing for marketing events or client meetings including printing sales materials, and
 - Becomes the point of contact for executive assistants residing with affiliated companies.
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Required Skills**[Essential Business Experience and Technical Skills]**

<Required>

- Minimum of 3 years of work experience in administrative or executive assistant roles,
- Ability to work in a fluid circumstance with a sense of urgency and thoroughness,
- Strong business application skills including Microsoft Word, Excel and Power Point,
- Self-starter with interest in supporting the business and ability to maintain confidentiality,
- Superior communication and interpersonal skills,
- Bachelor's degree, and
- Native on Japanese language and business level language skills on English in terms of reading, writing, and speaking.

<Preferred>

- Working experience with financial institutions.

<Key Relationships>

- Reports to: Representative Director and CIO
- Stakeholders: Company executives, employees and counterpart executive assistants

★If you have any questions or need more information, please do not hesitate to contact us.

★Jing Liu | E-mail: jing.liu@acsjapan.jp

Company Description