



## Executive Assistant for global luxury company

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### Job Information

**Recruiter**

ALBERTO K.K.

**Job ID**

1503341

**Industry**

Apparel, Fashion

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5.5 million yen ~ 7.5 million yen

**Refreshed**

April 3rd, 2025 05:00

### 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

- Provide administrative support including calendar management, travel arrangements, expenses, and meeting logistics.
- Coordinate agendas, meeting invites, catering, and room setup.
- Build relationships with internal/external EAs to organize meetings and events.
- Prepare and reconcile travel expenses, ensuring policy compliance.
- Assist with team events and support visitor logistics.

### Required Skills

- EA (3-5 years) with a Bachelor's Degree preferred.
- Ability to work as multitasking and communication skills in Japanese and English.

- Collaborative, proactive team player with excellent follow-through and attention to detail.
- Proficient in Outlook, Teams, Zoom, PowerPoint, Excel, and video editing; interest in trends and the fashion/retail industry is a plus.

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at [ai@alberto-recruitment.com](mailto:ai@alberto-recruitment.com)

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