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## General Affairs & Secretary

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1506969

**Industry**

Healthcare, Nursing

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 7 million yen

**Refreshed**

November 28th, 2024 15:28

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

#### Job Description

This General Affairs & Secretary position involves managing office operations while providing administrative support to executives, including scheduling, travel arrangements, and correspondence. The role requires strong organizational skills, proficiency in Japanese and English, and a proactive approach in a dynamic, global environment.

#### Client Details

We are a global leader in health and security risk management, committed to protecting people and saving lives. With a presence in over 90 countries, we provide integrated solutions to meet the medical and security challenges of multinational organizations and their employees.

#### Description

- Manage office facilities, equipment, and vendor relationships.
- Oversee procurement of office supplies and consumables.
- Provide administrative assistance to executives, including scheduling and correspondence.
- Arrange meetings, travel itineraries, and prepare expense reports.
- Act as a liaison between internal and external stakeholder

### Job Offer

- Contribute to making a difference in the lives of individuals worldwide.
- Enjoy competitive compensation, health coverage, and employee wellness programs.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

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### Required Skills

- Proven experience in general affairs, secretarial support, or similar role
  - Proficiency in Japanese and English
  - Strong organizational skills and attention to detail.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
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### Company Description

We are a global leader in health and security risk management, committed to protecting people and saving lives. With a presence in over 90 countries, we provide integrated solutions to meet the medical and security challenges of multinational organizations and their employees.