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Executive Assistant - Investment Firm

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Job Information

Recruiter
[Michael Page](#)
Job ID

1514855

Industry

Private Equity Fund, Venture Capital

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 9 million yen

Refreshed

January 9th, 2025 14:12

General Requirements

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

You will be supporting executives in a fast-paced, global environment. Your role will directly contribute to the company's growth by ensuring smooth operations and strategic support.

Client Details

Our client is a startup organization in the Financial Services industry, renowned for its commitment to innovation and excellence. They have a diverse team of experts committed to ensuring the company's continued success in the market.

Description

- Provide high-level administrative support to executives
- Coordinate meetings and manage complex calendars
- Prepare reports and business correspondence
- Handle confidential information with discretion
- Develop and maintain internal filing systems
- Assist in the preparation of regularly scheduled reports
- Liaise with internal departments and external stakeholders
- Perform ad-hoc tasks as required

Job Offer

- Competitive salary based on experience and qualifications.
- Comprehensive social insurance, commuting allowance, and health checkups.
- Training programs to foster professional growth.
- Convenient Tokyo location with modern office amenities.

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

- Experience in Executive Assistant or similar role.
 - Proficiency in MS Office Suite
 - Strong communication skills in Japanese (native level) and English (business level)
 - Ability to multitask and prioritize work
 - Strong organizational skills with attention to detail
 - Ability to work independently and as part of a team
 - High level of discretion and confidentiality
 - Able to commute to the office daily
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Company Description

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