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## Group Assistant - Investment Management

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#### Job Information

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

1516693

**Industry**

Asset Management

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8.5 million yen

**Refreshed**

January 22nd, 2025 19:16

#### 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 manage schedules, coordinate travel, and provide high-quality support to executives. This role offers an opportunity to thrive in a fast-paced, international setting.

#### Client Details

Our client is a well-established, globally recognized organization known for its professional excellence and collaborative work culture. They value precision, adaptability, and initiative, offering a supportive environment for career growth.

#### Description

- Manage executive schedules, meetings, and travel arrangements.
- Coordinate video and phone conferences, including room and equipment setup.
- Provide comprehensive support, including expense processing, filing, and document preparation.
- Oversee client interactions, from greeting visitors to arranging hospitality.
- Handle administrative tasks such as vendor communication, supply inventory, and payment processing.
- Collaborate with domestic and international teams for seamless operations.

#### Job Offer

- Attractive benefits including DC Plan
- Work from home and flextime available
- Fully stocked office with snacks and beverages.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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## Required Skills

- Experience supporting executives in a fast-paced environment (Executive Assistant, Legal Secretary, Group Secretary, etc.)
  - Native level Japanese and high business level English
  - Proficiency in Office 365 and Salesforce; ability to quickly adapt to new tools.
  - Exceptional organizational and multitasking abilities.
  - A proactive problem-solver with excellent interpersonal skills.
  - Experience in administrative support or a similar role, preferably in a global organization.
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## Company Description

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