



Office Assistant, Tokyo | 2～3年以上の秘書＋一般事務アシスタント経験者ご応募ください

ハイブリッド体制！日本語×英語のバイリンガルスキルを活かせる

#### Job Information

**Hiring Company**

Teneo

**Job ID**

1516768

**Industry**

Advertising, PR

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

April 15th, 2025 03:00

#### 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

**The Opportunity**

Teneo is seeking an efficient and highly organised Office Assistant to join our team in Tokyo. This role will play an integral role in providing critical operational, administrative and senior executive support for our Tokyo office.

You will support the Head of the Tokyo office, and other senior Tokyo-based leaders, as well as overseeing the smooth operation of the general office management. This is a varied role which requires experience supporting a team in a fast-paced environment with exceptional organisational and communication skills. The ideal candidate will have experience in similar teams and enjoy a role where an ability to multi-task and liaise effectively with people of all levels across different regions and divisions is key. You will also be responsible for building relationships with counterparts at client organisations and across the Teneo network globally.

**Responsibilities****Senior Executive Support**

- Be the main point of contact when the Senior Executive is unavailable – dealing with seasoned stakeholders on their behalf
- Holds key relationships with counterparts at client offices and builds knowledge of key clients
- Manages business-sensitive information in a professional manner and maintains highest levels of confidentiality
- Manages and coordinates flight and other travel activities, ensuring timely preparation whilst adhering to the firm's travel policy to ensure cost efficiencies at all times. Assisting with the preparation of any travel-related visa applications and other protocols
- Demonstrates a collegiate and collaborative style, actively getting to know peers across the organisation and using this to better understand all areas of our offer
- Supports a learning culture and plays an active role in sharing knowledge and insight, as well as attending relevant training
- Is committed and enthusiastic and creates an environment which is client-centric, focused and reflects the importance of our relentless focus on clients
- Creates a positive and highly professional atmosphere with a can-do attitude, always focused on pre-empting issues/problems and being solutions-focused
- Looks ahead and helps prepare for upcoming events or meetings and keeps a day and week-ahead view
- Responsible for the proactive management of calendar for the Senior Executive and anticipates diary/calendar changes and responds accordingly
- Sources information and pre-brief material from relevant sources ahead of meetings to prepare the Senior Executive when needed
- Organise events to include client lunches, dinners and any other ad hoc client entertainment
- Organise team meetings, coordinating any data documentation for discussion

### General Office Support

- Responsible for general office management of the Tokyo office (stationery supplies, welcoming guests, organising team events etc.)
- Coordinate with building management and vendors for office related matters and manage any office move projects that come up
- Assist with employee onboarding and offboarding working closely with the Regional People team
- Provide support with the hiring process when needed such as coordinating interviews
- Liaising with external vendors and contacts such as vendors for payroll, accounting, banking, visas etc.
- Provide on the ground support for coordination of marketing initiatives or collateral
- Assist with maintaining IT equipment inventory and work closely with IT team
- Support other colleagues during times of absence and creates a supportive and efficient environment for the wider support team to work in
- Leads by example, including demonstrating teamwork with colleagues and participating in support team meetings or events to enhance the office environment

### Required Skills

- At least 4 years related experience in supporting senior leadership and/or general administrative support is required
- Experience working in a professional services environment will be an advantage
- Expertise in supporting senior management and business leaders by adding value
- Native Japanese language level, and Business English language level is required
- Able to quickly pick up Teneo brand and quality guidelines/IT systems & kit, administrative processes and Teneo internal systems
- Develop high quality documents i.e. agendas/letters
- Has a keen attention to detail and exceptional organisational skills in managing multiple overlapping tasks successfully
- Able to respond to situations with tact, diplomacy and a sense of urgency
- Takes an advisory role on company procedures and has in-depth knowledge of the different business practices, leadership teams and specialist skills, knowing who to go to for what
- Able to leverage knowledge of the business to support the Senior Executive and the team
- Able to assist with the project management of the Senior Executive's day-to-day projects and work and helps them by developing timelines, bringing in required resources or skills and ensuring the smooth-running of the project
- Is flexible and adaptable in taking on new tasks or supporting other areas of the business when required
- Bachelor's degree is preferred
- Advanced Outlook skills (proficient use of email and calendar essential)
- Proficient IT skills in MS Word, Excel & PowerPoint essential

### About Teneo

Teneo is the global CEO advisory firm. We partner with our clients globally to do great things for a better future. Drawing upon our global team and expansive network of senior advisors, we provide advisory services across our five business segments on a stand-alone or fully integrated basis to help our clients solve complex business challenges. Our clients include a significant number of the Fortune 100 and FTSE 100, as well as other corporations, financial institutions and organizations. Our full range of advisory services includes strategic communications, investor relations, financial transactions and restructuring, management consulting, physical and cyber risk, organisational design, board and executive search, geopolitics and government affairs, corporate governance, ESG and DE&I. The firm has more than 1,600 employees located in 40+ offices around the world.

### Our Commitment to Diversity & Inclusion

Teneo is an equal opportunity employer and promotes a diverse and inclusive workplace. Teneo considers all applicants without regard to race, colour, religion, creed, national origin, age, sex, marital status, ancestry, disability, gender identity, genetic information, or sexual orientation or any other status protected by applicable law.

### Company Description