



Executive Assistant to President

Job Information

Hiring Company[KPay Japan KK](#)**Job ID**

1517547

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Salary

Negotiable, based on experience ~ 11 million yen

Work Hours

9:30am - 6:30pm

Refreshed

April 23rd, 2025 12:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Other Language

Chinese (Mandarin) - Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About KPay :

KPay Group (KPay) is a leading fintech company dedicated to empowering businesses of all sizes with simple, smart, seamless and secure technology solutions. Serving over 45,000 merchants across Hong Kong, Singapore, and Japan, KPay is unleashing merchants' growth potential by building a one-stop platform for financial management, business operations and digital transformation. KPay secures a record USD55 million in 2024, marking the largest series A fundraise globally in the payments sector of the year.

Job Responsibilities:

1.Business Support:

- Conduct in-depth market research, compile data, and prepare reports or presentations for the executive team.
- Assist in the development and execution of administrative policies, procedures, and systems.
- Manage special projects and initiatives as assigned by the executive team.

2.Partnership Management:

- Identify and establish strong partnerships with internal and external stakeholders to enhance and support local business growth.
- Anticipate the needs of the executive team and proactively provide support and solutions.

3.Communication and Coordination:

- Facilitate effective communication and information flow between the executive team and various departments within the organization.

Working Hours:

9:30 to 18:30

(Core working hours are from 10:30 to 16:00, with flexible start and end times.)

※ Excluding Saturdays, Sundays and public holidays

Employment type :

Full-time employee

Probation period: 3 months (no change in wages or conditions)

Salary details :

Wages will be determined based on experience and ability.

*Salary includes fixed overtime pay.

Benefits and Welfare

- Health insurance, employee pension insurance, employment insurance, workers' compensation insurance
- Paid vacation, sick leave, special vacation, summer vacation, year-end and New Year's vacation
- Commutation allowance

Required Skills

Job Requirements:

- Bachelor's degree holder with a minimum of 3+ years' experience in the Fintech, IT, or SaaS industry.
- Proficient in spoken and written Japanese, Mandarin, and English.
- Demonstrates a positive and energetic demeanor, a strong can-do attitude, and the ability to work independently.
- Exhibits a proactive, mature, organized, and results-oriented approach, along with strong communication and interpersonal skills.
- Immediate availability is highly preferred.
- Preference will be given to candidates with project or product management and investment relations experience.

Company Description