


www.michaelpage.co.jp

Team Assistant - Luxury Beauty Brand

Team Assistant - Luxury Beauty Brand

Job Information

Recruiter
[Michael Page](#)
Job ID

1519073

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 6.5 million yen

Refreshed

February 3rd, 2025 18:56

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

Support the Japan team by managing schedules, coordinating reports, and assisting in administrative tasks. Act as a key liaison between departments to ensure seamless operations.

Client Details

A globally recognized luxury beauty brand with a strong presence in Japan. Known for its high-quality products and sophisticated branding, this company fosters a collaborative and innovative workplace where employees can thrive.

Description

- Manage schedules, meetings, and travel arrangements for the team
- Collect and compile reports from various functions, including sales and marketing
- Handle administrative tasks such as payment requests and process improvements
- Coordinate visitor schedules, accommodations, and event logistics
- Support counter sales activities and facilitate communication between stores and internal teams
- Assist in store openings, promotional events, and trade initiatives
- Manage vendor relationships, ensuring quality and efficiency
- Oversee beauty consultant schedules and training coordination

Job Offer

- Be part of a high-end luxury brand with strong market influence
- Work in a collaborative and engaging environment with career growth opportunities

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 administrative or team assistant roles, preferably in luxury, beauty, or retail
 - Strong organizational skills with the ability to multitask in a fast-paced setting
 - Excellent communication and coordination abilities
 - Proactive problem-solver with attention to detail
 - Fluency in Japanese; English proficiency preferred
-

Company Description

A globally recognized luxury beauty brand with a strong presence in Japan. Known for its high-quality products and sophisticated branding, this company fosters a collaborative and innovative workplace where employees can thrive.