

**【時給2650円】 Executive Assistant for Fast-Moving Consumer Goods**

Job Information

Recruiter[en world Japan K.K](#)**Job ID**

1520580

Industry

Other

Company Type

International Company

Job Type

Temporary

Location

Tokyo - 23 Wards, Minato-ku

Salary

Based on hourly rate

Hourly Rate

2650円 + 交通費

Work Hours

9:30~18:00

Refreshed

March 5th, 2025 13:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

◆ Schedule Management

- General schedule management.
- Coordination within the team, LT, Agency, Region & Global.
- Sending invitations for meetings.

- Manage attendance (follow-up)

- Coordination of changes and rescheduling

Travel arrangements (airline tickets, hotel, transportation, communication with agencies and destination representatives, etc.)

Reimbursement processing

Lunch and dinner arrangements (when necessary)

Delegation of systems in your absence.

Settlement of expatriates (look and see visits, visas, and any other local government related support needed, including family members, setting up inductions, etc.)

Japanese language support

Cascade information shared within the company to the team (communication and compilation of information for sending Christmas cards and New Year's cards, etc.)

Manage email groups (member updates)

Arrange offsites and workshops (team offsites, workshops with other departments, Region & Global, etc., Venue arrangements, logistics on the day of the event)

◆ Visitor-related arrangements and support

- Arrange logistics such as hire cars, restaurant arrangements (check for allergies, etc.), and meeting room set-up, in coordination with visitor assistants.

- Support early morning to late evening hours as needed.

Assist non-Japanese speaking members of the team when Japanese language support is required (e.g., filling out and submitting Visa arrangement forms for business trips).

Required Skills

[Required Requirements]

University degree or higher, with at least 3 years of experience as an executive assistant.

Effective verbal and written communication skills.

Experience using Powerpoint, Outlook, etc. on the job.

Business-level English, native Japanese

Company Description