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## Executive Assistant - Fashion Brand

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#### Job Information

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

1521330

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 8 million yen

**Refreshed**

February 7th, 2025 18:57

#### 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

This is an exciting opportunity for a highly organized and proactive Executive Assistant to support senior executives in a fast-paced, dynamic environment. You will be responsible for managing schedules, coordinating meetings, and ensuring seamless day-to-day operations.

#### Client Details

The company is a globally recognized brand with a strong presence in the luxury and retail industry. They foster an inclusive and innovative culture where employees are valued, and their growth is supported. This is an excellent opportunity to be part of a forward-thinking company that values creativity and excellence.

#### Description

- Manage complex calendars, travel arrangements, and expense reporting for executives.
- Coordinate and support meetings, including agenda preparation and logistics.
- Build and maintain strong relationships with internal and external stakeholders.
- Prepare high-quality presentation materials for internal and external events.
- Assist in planning and executing department events and business meetings.
- Provide on-the-ground support for visitors, including meeting arrangements and hospitality.

- Handle confidential information with discretion and professionalism.

#### **Job Offer**

- Work in a globally recognized organization with career growth opportunities.
- Be part of a supportive and dynamic team that values collaboration.
- Gain exposure to high-level strategic business operations.

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 as an Executive Assistant or in a similar role.
  - Strong organizational skills with the ability to multitask in a fast-paced environment.
  - Excellent verbal and written communication skills in both Japanese and English.
  - Highly professional with the ability to interact confidently with senior executives.
  - Proficient in Microsoft Office (Outlook, PowerPoint, Excel) and virtual meeting platforms.
  - Detail-oriented with strong follow-through and problem-solving skills.
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#### **Company Description**

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