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Executive Assistant - Investment Firm (office-based)

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Job Information

Recruiter
[Michael Page](#)
Job ID

1521807

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

February 12th, 2025 16:51

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

You will manage schedules, coordinate travel, and oversee key administrative tasks in a global financial environment.

Client Details

The client is a leading global investment firm with a strong presence in Japan. They offer a collaborative and fast-paced environment where proactive professionals thrive. Join a team that values efficiency, professionalism, and attention to detail.

Description

- Manage complex schedules, travel, and expenses for a senior team
- Oversee office operations, vendor payments, and invoice processing
- Support document formatting, presentation preparation, and event coordination
- Liaise with offshore teams to ensure seamless communication
- Handle ad hoc administrative tasks to keep operations running smoothly

Job Offer

- Work alongside senior executives in a prestigious firm
- Be part of a dynamic, globally connected team
- Utilize your bilingual skills in a professional setting

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 as an Executive Assistant/Team Assistant in a fast-paced setting
 - Fluent in English and Japanese (written & spoken)
 - Detail-oriented with a proactive, problem-solving mindset
 - Financial services experience is a plus but not essential
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Company Description

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