

MichaelPage

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Executive Assistant to Managing Director

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Job Information

Recruiter
[Michael Page](#)
Job ID

1522462

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8 million yen

Refreshed

February 18th, 2025 16:15

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

A unique opportunity to support senior leadership in a fast-paced, international environment. This role involves high-level administrative and business support, event coordination, and engagement with VIPs.

Client Details

This is a globally renowned luxury brand with a rich heritage, celebrated for its excellence in craftsmanship and innovation. With a strong presence in Japan, the company fosters a sophisticated and inspiring work culture, offering employees exposure to high-profile projects and a collaborative team environment.

Description

- Provide administrative support, including scheduling, document preparation, travel arrangements, and meeting coordination for senior executives.
- Assist with business tasks such as preparing presentations, drafting reports, and facilitating communication with global headquarters.
- Act as an interpreter and translator for internal meetings and correspondence.
- Coordinate high-profile events and special projects, ensuring seamless execution.
- Support digital and media initiatives, client advisor training, and VIP relationship management.

- Handle VIP and celebrity engagement, including gifting and after-sales service.

Job Offer

- Be part of an iconic luxury brand with global influence.
- Work closely with leadership and gain exposure to strategic business operations.
- Engage in exclusive projects and develop a strong professional network.

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

- Strong interpersonal and communication skills, with a professional and hospitable mindset.
 - Highly organized, proactive, and adaptable to a fast-paced environment.
 - Team-oriented with the ability to collaborate across functions.
 - Fluent in Japanese and English (Italian is a plus).
 - Proficient in Microsoft Word, Excel, and PowerPoint.
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Company Description

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