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## Team Assistant - Renewable Energy

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#### Job Information

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

1522595

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 6.5 million yen

**Refreshed**

February 19th, 2025 14:12

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

We are seeking a highly organized and proactive Team Assistant to provide comprehensive administrative and operational support. This role requires strong communication skills, attention to detail, and the ability to multitask effectively in a fast-paced environment.

**Client Details**

We are a dynamic and innovative company in the energy sector, committed to driving sustainable solutions and operational excellence. Our team is dedicated to fostering a collaborative work environment that supports efficiency, growth, and industry leadership.

**Description**

- Provide administrative support to the team, including scheduling meetings, managing calendars, and handling correspondence.
- Coordinate travel arrangements, expense reports, and logistical support for team members.

- Support event planning, including meetings, workshops, and company gatherings.
- Manage office supplies and liaise with vendors and service providers as needed.
- Handle other administrative tasks as assigned to facilitate efficient office operations.

#### **Job Offer**

- Opportunity to work in a dynamic and growing industry.
- Collaborative and inclusive work environment.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

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#### **Required Skills**

- Previous experience in an administrative or team assistant role, preferably in a corporate setting.
- Proficiency in English and Japanese
- Strong organizational and multitasking abilities with keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other business applications.

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#### **Company Description**

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