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Executive Admin - Global Health & Security Services

Executive Admin - Global Services

Job Information

Recruiter
[Michael Page](#)
Job ID

1523092

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 7.5 million yen

Refreshed

February 21st, 2025 15:47

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

We are seeking a highly organized and proactive Executive Administration Specialist to support senior leadership in our Tokyo office. This role plays a crucial part in ensuring smooth executive operations, managing administrative functions, and facilitating seamless communication across teams.

Client Details

We are a world-leading provider of healthcare and security services, supporting multinational corporations, government agencies, and organizations in ensuring the well-being of their employees worldwide. Operating worldwide, we specialize in delivering medical, security, and risk management solutions, helping organizations protect their people in dynamic and challenging environments.

Description

- Provide high-level executive support, including scheduling, travel coordination, and correspondence management.
- Serve as a liaison between senior leadership and internal/external stakeholders, ensuring smooth communication.
- Support company events, board meetings, and leadership conferences.
- Manage office administration, including procurement and facility coordination.
- Assist with special projects and strategic initiatives as directed by senior leadership.

Job Offer

- Competitive salary and benefits package, including social insurance and paid leave.
- The chance to support a meaningful mission-helping people and organizations stay safe and healthy worldwide.
- Collaboration with global teams in a company recognized for its industry expertise and innovation.
- A dynamic and engaging workplace, where your contributions make a real impact.

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.

Required Skills

- Proven experience in administration, general affairs, or corporate support.
 - Strong organizational and multitasking skills with attention to detail.
 - Excellent communication skills in Japanese and English (business level required).
 - Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
 - Ability to work in a fast-paced, international environment while handling confidential information with discretion.
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Company Description

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