



Executive Assistant

Prestigious company! Great Career Path!

Job Information

Recruiter

ALBERTO K.K.

Job ID

1523772

Industry

Business Consulting

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5.5 million yen

Refreshed

February 26th, 2025 12:01

General Requirements

Minimum Experience Level

Over 3 years

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

Position handles both secretarial and unit support duties

- Executive Assistant duties: Schedule management for the executive in charge, schedule adjustments, meeting room arrangements, visitor reception, dinner arrangements, and congratulatory and condolence arrangements (responsible for 3-5 executives)
- Unit support duties (operational support for the unit that the main executive in charge leads or belongs to): Operational support for unit meetings, management of unit members, support for accepting new recruits, support for unit events, and support for guests of overseas member firms visiting Japan

Required Skills

- 2 years or more experience working as a full-time employee
- Experience as an executive secretary or executive assistant or assistant position similar to EA work (experience in coordinating schedules with internal and external parties, schedule management, team support work, etc.)
- Business level English (TOEIC 750 or higher: priority is given to practical experience in English. TOEIC score is a guideline only)
- Consulting firm experience (nice to have)

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

Company Description