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Executive Assistant - Global Investment Firm

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Job Information

Recruiter
[Michael Page](#)
Job ID

1526729

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 9 million yen

Refreshed

March 17th, 2025 11:22

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

As an Executive Assistant, you will be supporting senior business leaders in a fast-paced, international setting. This is a high-visibility role requiring exceptional organization, communication, and problem-solving skills.

Client Details

The client is a globally recognized investment firm with a strong presence in Japan and a reputation for excellence in the financial sector. They operate at the forefront of private equity, credit, and real assets, managing a diverse portfolio across international markets. With a high-performance culture and a commitment to innovation, they provide a dynamic and fast-paced work environment where professionals thrive. The firm values collaboration, precision, and strategic thinking, making it an exciting place for driven individuals looking to make an impact in the industry.

Description

- Manage complex travel arrangements - book flights, hotels, and coordinate visas
- Own executive scheduling - plan and organize meetings, conferences, and off-sites
- Prepare and edit business documents - Word, Excel, and PowerPoint materials
- Handle expense processing - manage reimbursements via Concur
- Support recruitment coordination - schedule interviews and manage logistics

- Draft strategic communications - emails, memos, and official correspondence
- Provide administrative support - assist with invoices, mail coordination, and vendor onboarding

Job Offer

- Be part of an international and fast-paced corporate environment
- Work closely with top-tier professionals and build a valuable career network
- Competitive salary and opportunities for growth within a prestigious global firm

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

- 5+ years supporting senior executives in a corporate environment
- Strong organizational and multitasking abilities in a fast-paced setting
- Fluent in Japanese and English (spoken & written)
- Proficiency in Microsoft Outlook, Excel, Word, and PowerPoint
- Proactive, detail-oriented, and excellent interpersonal skills

Company Description

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