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## Senior Executive Assistant

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#### Job Information

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

1529063

**Industry**

Electronics, Semiconductor

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 8.5 million yen

**Refreshed**

March 25th, 2025 16:45

#### 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

A leading global semiconductor company is seeking a bilingual Executive Assistant to support senior leadership in Japan. This is an incredible opportunity to work at the forefront of technology, collaborating with top industry leaders in a fast-paced and international environment.

#### 企業情報

Join a global leader in the semiconductor industry that provides cutting-edge packaging and test solutions to the world's top technology and electronics companies. With a strong presence in Japan and across the globe, this company plays a key role in powering next-generation innovations in AI, automotive, mobile, and high-performance computing.

#### 職務内容

- Manage complex calendars, schedule meetings, and handle communications for senior executives.
- Organize executive meetings, prepare agendas, record minutes, and track action items.
- Facilitate communication between teams in Japan and international offices.
- Arrange domestic and international travel, handle visa applications, and organize high-profile business events.
- Prepare reports, presentations, and business documents with discretion and accuracy.
- Assist in various administrative and strategic initiatives as needed.

## 条件・待遇

- Work closely with senior executives in a cutting-edge global technology company.
- Enjoy a dynamic, international work environment with career growth opportunities.

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

- Proficiency in English and Japanese.
  - Proven experience in an Executive Assistant or high-level administrative role
  - Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and other business tools.
  - Ability to manage multiple tasks, prioritize effectively, and work with a high level of attention to detail.
  - Experience handling sensitive information and working closely with senior executives.
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