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## Administrative Assistant - Private Equity

### Administrative Assistant - PE firm

#### Job Information

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

1529156

**Industry**

Private Equity Fund, Venture Capital

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

7 million yen ~ 9 million yen

**Refreshed**

March 26th, 2025 17:52

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

#### Job Description

You will be providing critical support to executives across Tokyo and Hong Kong. This is an exciting opportunity to be part of the firm's newly established Tokyo office, following their recent entry into the Japanese market. Contribute to the success of a leading investment firm known for its commitment to excellence and client service.

#### Client Details

The company is a globally recognized financial advisory firm offering strategic advisory, shareholder advisory, restructuring, and fund placement services. With a diverse and inclusive culture, they are dedicated to empowering professionals and delivering world-class service to clients worldwide.

#### Description

- Manage executives' calendars and coordinate meetings with clients and internal teams.
- Act as a primary point of contact, maintaining relationships with clients and stakeholders.
- Draft, send, and respond to correspondence on behalf of executives.
- Maintain and update the CRM database.
- Prepare and print high-quality presentation materials.
- Arrange complex travel plans, ensuring cost-effective and timely bookings.

- Handle sensitive information with confidentiality and discretion.
- Provide occasional personal administration support to executives.
- Support general office management and collaborate with other assistants when needed.

#### **Job Offer**

- Work at a renowned global advisory firm.
- Be part of the newly established Tokyo office.
- Gain exposure to international business operations.
- Collaborate with a team of seasoned financial professionals.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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#### **Required Skills**

- Administrative experience in financial services or legal environments.
  - Strong organizational skills, capable of managing multiple priorities under pressure.
  - Excellent communication abilities in both Japanese and English
  - High attention to detail with a proactive and solution-oriented mindset.
  - Professional demeanor with strong interpersonal and problem-solving skills.
  - Proficient in Microsoft Office Suite.
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