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Personal Assistant - Global Financial Services Group

Personal Assistant to foreign Executive

Job Information

Recruiter
[Michael Page](#)
Job ID

1531049

Industry

Investment Banking

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Refreshed

April 7th, 2025 15:48

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

A rare opportunity to provide dedicated 1:1 support to the Department Head of a global financial institution. This bilingual role is best suited to someone highly organized, proactive, and comfortable working in a dynamic international environment.

Client Details

The company is a leading global financial services group, headquartered in Japan, with a strong presence in over 30 countries. Their Tokyo office hosts a diverse and collaborative tech environment with over 25 nationalities. The firm is known for its commitment to employee development, diversity, well-being, and long-term career growth. You'll be part of a high-performing team supporting leadership with global responsibilities.

Description

- Manage complex calendar and coordinate meetings across multiple time zones
- Handle global travel arrangements and itineraries
- Oversee inbox and communication flow, ensuring key messages are addressed
- Act as a liaison across departments and external stakeholders
- Ensure daily operations run smoothly through proactive planning
- Take ownership of various administrative and compliance-related tasks

- Troubleshoot tech-related support needs (PC, mobile, access issues)
- Plan and execute executive-level events and meetings
- Provide ad-hoc support to the wider senior management team, including onboarding, expenses, and visitor hosting

Job Offer

- Join a globally respected firm with strong values around inclusion and well-being
- Gain exposure to senior leadership and global operations, with room to grow professionally

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

- Bilingual in Japanese and English (business level in both)
 - Proven experience as an Executive or Personal Assistant in a global financial services firm
 - Skilled in managing complex diaries and high-volume scheduling
 - Strong attention to detail and ability to manage competing priorities
 - High level of discretion and professionalism; trusted with sensitive information
 - Clear communicator and natural problem-solver with a proactive mindset
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Company Description

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