



Executive assistant / 社長室秘書

募集職種

人材紹介会社

[Cornerstone Recruitment Japan 株式会社](#)

採用企業名

フィンテック企業

求人ID

1454796

業種

その他（金融）

雇用形態

正社員

勤務地

東京都 23区, 千代田区

給与

経験考慮の上、応相談

更新日

2025年04月09日 03:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

【職務内容】

- ・ 社長室事務業務
- ・ コーポレート部門全般の事務サポート
- ・ アプリマーケティングに関するサポート業務

【応募条件】

- ・ 事務経験（3年以上）

- 各種報告書、レポートサマリ、プレゼン資料などの作成経験
- コーポレート部門（総務部、経理部など）での業務経験
- カスタマーサポート業務、PR業務、SNS運用などの経験
- 契約書類の翻訳経験
- 英語力（ビジネスレベル）
- チームのために自立的かつスピード感をもって業務遂行できる方
- 仕事を通じて社員の採用・能力の成長を支援してくれる環境で活躍したい方
- 世界一を目指すスタートアップ企業で、自らのスキルをさらに伸ばしたい方
- チームワークを重視しながらベストを尽くして取り組める方

会社説明

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverages the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

• Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

• Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

• Market Entry

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.