



Executive Assistant

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

採用企業名

An international luxury watch company

求人ID

1456360

業種

アパレル・ファッション

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年01月08日 23:00

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

【JOB RESPONSIBILITIES】

- Offer administrative assistance to the Country Manager through tasks such as inputting written communications, generating reports and files, managing or filtering incoming phone calls and guests, scheduling meetings with different departments and clients, and coordinating travel plans
- Initiate communication with various brands, departments, companies, individuals, or any outstanding documents as instructed by the Country Manager, including checking and reporting on their current statuses.
- Oversee all incoming and outgoing communications for the Country.
- Supervise the Manager's Office to guarantee prompt and precise reception and distribution of these communications.
- Establish and uphold filing systems for the Country Manager's Office correspondence, ensuring both secure storage and confidentiality.
- Coordinate meetings, draft meeting minutes, and oversee follow-up tasks associated with the meetings.
- Produce and compile periodic sales figures and business plans for various brands as per the Country Manager's requirements.
- Submit monthly payments and expenses for both the Country Manager and functional contractors.

- Assist with Travel Arrangement, Visa applications, housing, and miscellaneous etc

[REQUIREMENTS]

- 5 years of working experience as Secretary/PA to executive levels.
- Detail-oriented and have interpersonal skills

[FOR FURTHER INFORMATION]

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会社説明