



Personal Assistant

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

採用企業名

British Fashion Brand

求人ID

1457495

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

2024年12月23日 02:00

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

流暢

日本語レベル

流暢

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】

- Being first point of contact for leadership team
- Attend meetings with the Retail Management team for interpretation
- Processing expenses in line with company policy
- Raising purchase orders and paying invoices in line with company procedures
- Booking travel and organising trip itineraries
- Handling IT and Maintenance queries

- General office administration
- Supporting production of presentations and papers
- Providing support to other team members when required
- Organising events on the request of the leadership team (e.g. team meetings, global townhall meetings etc.)

[REQUIREMENTS]

- Previous experience of working as a PA to Senior Management
- Strong communication including excellent written and spoken English and Japanese
- Highly computer literate, particularly in Word, PowerPoint and Excel
- Experience in Concur or other travel and expense systems
- Experience in using technology for meetings (VC, teleconference, skype, webex etc)
- Strong administrative and organisational skills with the ability to multi task
- Professionalism and a high degree of confidentiality and integrity
- Ability to be very flexible and to re-prioritise near-term assignments

会社説明