



AVEVA

## Executive Assistant &amp; Sales Support Team Leader

社長秘書業務（海外来客対応、ビザ申請、経費精算）＋秘書経験堪能な方歓迎

## 募集職種

## 採用企業名

アヴィバ株式会社

## 支社・支店

AVEVA Japan

## 求人ID

1470103

## 部署名

Sales

## 業種

ソフトウェア

## 会社の種類

中小企業 (従業員300名以下) - 外資系企業

## 外国人の割合

(ほぼ) 全員日本人

## 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 ~ 900万円

## 更新日

2024年10月04日 14:48

## 応募必要条件

## 職務経験

10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 Title: Executive Assistant &amp; Sales Support Team Lead

Location: Tokyo Japan (Tamachi Office)

Work Condition: 4 times a week working at the office (can be less depending on the work needs)

Employment Type: Full time, Regular

Reporting to: Vice President, Japan

Benefits: Flex working hour system with core hours, starting from total 22 days annual leaves, Maternity, Paternal, Additional Leaves, Life Insurance, Retirement allowance, Group Term Life Insurance, Annual Health Checkup, Relo Club Employee Benefits, Well-being Support, Company's Gift, Work anniversary leaves, etc.

Language requirements: Native level of Japanese language and full business level of English language

\*candidates needs to have permit to work in Japan

### **JOB DESCRIPTION:**

#### **1. Supporting Head of Japan**

- Expense report via Concur
- Booking flight via ATPI (Tobu Top Tours)
- Booking hotel via ATPI (Tobu Top Tours)
- Arranging/adjusting internal meetings/Arranging external executive meetings with CXO level.
- Looking for some restaurants for customer executive entertainment.

#### **2. Supporting visitors**

- Visa acquisition letter
- Hotel arrangement (while communicating with other executive assistants)
- Transportation (Hire/Taxi) arrangement
- Airport-Hotel/Office or customer visit
- Flight arrangement (according to customer visit location, date and etc)
- Booking restaurant according visitor's preference/ order lunch box
- Preparing Entrance security cards for visitors/Booking desk and meeting room for visitors.

#### **3. Lead/ Manage Sales Support team members (4 HCs)**

- Quarterly Check-in/regular 1on1 conversations
- Approval expense via Concur /attendance & leaves etc. by Workday
- Support their engagement/career development/ well-being etc.
- Communicate and resolve issues regarding sales administrative work together with Head of Japan and respective stakeholders.

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スキル・資格

### **REQUIREMENTS**

- Experienced as an Executive Assistant for more than 3 years
- Experienced working at multi-national companies with complex organization structure
- Sales Support experience is nice to have
- Team management experience is nice to have

- English Skills: Business level
- Japanese Skills: Native level
- Strong Hospitality and Customer Excellence mindset

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会社説明