

Secretary/Personal Assistant - Luxury Retail Brand

Secretary/Personal Assistant - Fashion

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1482624

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 900万円

更新日

2024年06月19日 13:46

応募必要条件

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

You will provide high-level administrative support to the CEO of Japan. This role requires a proactive, self-driven individual who can maintain a realistic balance among multiple priorities and manage sensitive matters with confidentiality.

Client Details

Our client is a prominent player in the luxury eyewear and fashion industry, offering a collaborative and engaging work environment. The successful candidate will have the opportunity to work closely with senior leadership and be involved in critical business functions and high-level decision-making processes.

Description

- Coordinate and manage meetings, addressing scheduling issues
- Efficiently organize meetings, secure appropriate venues, and handle logistics
- Arrange comprehensive business travel plans, including expense reporting.
- Accompany the CEO during key meetings, trips, and engagements.
- Provide translation support during meetings involving local customers/vendors
- Facilitate communications with various departments for scheduling and meetings.
- Coordinate event logistics, including HQ team visits and employee events.

- As Personal Assistant, fulfill assigned projects, including personal events and family needs.

Job Offer

- Rich history and global recognition brand
- International working environment
- Opportunities for professional growth, skill development, and career advancement in retail industry
- Attractive benefit package

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

スキル・資格

- BA degree with more than 5 years of experience as an Executive Assistant or Personal Assistant in an administrative role.
 - High fluency in English and native-level Japanese communication skills.
 - Excellent verbal and written communication skills.
 - Strong interpersonal, organizational, and time management skills.
 - Proactive, self-driven, energetic, and positive with problem-solving and decision-making abilities.
 - Proficient in Excel, Outlook, and PowerPoint.
 - Flexibility to adapt to the needs of the business, travels may be expected
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会社説明

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