



役員補佐 / Executive Assistant

インターナショナルなロケーションインテリジェンスのリーディングカンパニーで働く

募集職種

採用企業名

Navagis Inc.

求人ID

1486880

部署名

Administrative

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

外国人 少数

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 700万円

勤務時間

8時~10時開始の選択制 (通常はリモート勤務)

休日・休暇

完全週休二日制、祝祭日カレンダー通り、有給休暇、シックリーブ

更新日

2024年07月19日 16:11

応募必要条件

職務経験

1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

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

Navagis is a Google Cloud Premier Partner based in the US with offices in San Francisco, Japan, Singapore, and the Philippines. Navagis is a Location Intelligence company that empowers organizations to leverage geospatial information to efficiently run their multiple operations via web and mobile applications. Navagis software solutions are built using Google Maps and Google Cloud technologies and open systems to integrate various information sources into a map-driven common operating picture for the entire enterprise.

We are in need of an **Executive Assistant to the CEO** to join our fast-growing team in **Tokyo, Japan**.

Your Role:

- Handle electronic and written correspondence on behalf of the executive to partners and key management personnel. Will have access to the executive's documents.
- Manage executive's calendar
- Sign up the executive for industry and business activities.
- Find resources – books, training, etc. – specific to the executive's business interests.
- Support in other Asian countries. .
- Arrange logistics and/or travel
- Research on companies, topics, and people. Experience with research on conglomerates, partners and people strongly preferred.
- Handle expense reports and other document organization
- Personal assistance, such as purchase personal necessities, line up appointments, etc.
- Attend customer meetings with Executive and help with basic translation
- Assist with various hiring processes

スキル・資格

About You:

- BA degree or equivalent
- Japanese as a primary language. Fluent in English.
- Some experience in the technology field would be great, but not mandatory.
- No sales responsibilities or background. No accounting/bookkeeping.
- Does not need to manage anyone.
- Experience in Google Technology (Google Docs, Google Sheets) a plus
- Great verbal and written communication skills - Can get along well with customers
- Possible travel but not necessarily and not during COVID situation
- Can type quickly and take notes on the computer while listening
- Amenable to work in Minato-ku, Tokyo

Why Join Us

- **Highly flexible and Long Term environment.** Our Executive Team is mostly Ex-Googleers. We work hard and have fun while doing it! We have an active international community. We also offer comprehensive benefits in all the countries we operate in.
- **Our employees develop and support high-end solutions.** Every day, we push technical boundaries to advance the field of Location Intelligence. We believe mapping is essential to the world and we are extremely dedicated when it comes to quality and performance.
- **Learn from the BEST and make a difference.** Our team is composed of some of the best engineers in the world. As a young dynamic company, the work you do will make a big difference. At Navagis, you will be surrounded by top talent who have years of experience in mapping and cloud infrastructure, deep learning, and more.

会社説明