

【Executive Assistant】 WFH/Flex time

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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

1487559

業種

Sler・システムインテグレーター

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07月30日 18:07

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

Join a forward-thinking team as an Executive Assistant, supporting senior leadership with high-level administrative tasks. Your role will be crucial in ensuring efficient office operations and seamless executive work flows, including managing a small team.

Client Details

A global leader in the tech industry, known for its innovative solutions and commitment to excellence. They offer a dynamic work environment where you can grow professionally and contribute to impactful projects. The company values diversity, collaboration, and continuous improvement, making it an ideal place for driven professionals.

Description

- Manage executive calendars and schedules.
- Coordinate meetings, travel, and logistics.
- Prepare and edit correspondence, reports, and presentations.

- Handle confidential information with discretion.
- Support project management and team initiatives.
- Supervise and mentor administrative staff.

Job Offer

- 22 days Annual leave.
- 2 days WFH.
- Very Flexible working hours system.
- Competitive salary.
- Opportunity to work in a bilingual rich environment.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

スキル・資格

- Extensive experience as an Executive Assistant or similar supporting role.
 - People management experience is advantageous.
 - Native level Japanese with Business level English.
 - Proactive, Flexible and detail-oriented.
 - Able to work independently as well as in a team.
 - Proficient in Microsoft Office and other relevant software.
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会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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