

Executive Assistant - Outdoor Apparel Brand

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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

1487570

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 850万円

更新日

2024年07月30日 18:47

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

日本での就労許可は必要ありません

募集要項

You will manage scheduling, travel, and correspondence in both Japanese and English as

Executive Assistant & Translator to the Head of Japan.

Client Details

The client is a leading sports and outdoor brand recognized for its innovation and quality. They are committed to creating a supportive and dynamic work environment where employees can thrive. With a focus on excellence and adaptability, they offer exciting career growth opportunities and value a proactive and solution-oriented approach.

Description

- Manage executive schedules and calendar.
- Arrange international and domestic travel.
- Translate documents and correspondence between Japanese and English.
- Act as an interpreter as required.
- Prepare expense reports, agendas, and meeting materials.

- Draft and organize email correspondence.
- Ensure effective communication across global teams.
- Coordinate and execute cross-functional meetings and workshops.
- Foster team culture through activities and outings.

Job Offer

- Competitive salary with annual reviews.
- Performance bonuses and retirement benefits.
- Comprehensive insurance and transportation subsidies.
- Employee discounts and various wellness programs.
- Generous leave policies, including annual, sick, and volunteer days.

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

- More than 3 years of Executive Assistant experience
 - Fluent in Japanese (native level) and English. Able to translate documents
 - Skilled in Microsoft Office and creating presentations.
 - Excellent time management and judgment skills.
 - High emotional intelligence and discretion.
 - Proficient in managing complex travel arrangements
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会社説明

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