

MichaelPage

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【Executive Assistant】Nikkei IT Firm

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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

1489756

業種

ソフトウェア

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

更新日

2024年08月07日 13:47

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

基礎会話レベル

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

Coordinate and enhance the efficiency of executives and departments. Assist in a variety of administrative tasks to ensure smooth operations.

Client Details

A leading Japanese IT company, renowned for a dynamic work environment and a commitment to professional growth. They offer extensive training, competitive salaries, and a suite of benefits to ensure job satisfaction and career development.

Description

- Manage executive schedules, including customer visits and internal meetings.
- Coordinate business trips and process expense settlements.
- Arrange and oversee event appearances and media interviews.
- Compile HR department goals and progress every three months.
- Handle contracts, purchasing, and special tasks like arranging gifts.

Job Offer

- Insurance Coverage: Employment insurance, Worker's Accident Compensation Insurance, Employee's pension insurance, and health insurance.
- In house support system, Exchange support, housing assistance, English learning.
- Commuting costs up to 5000 JPY per day.
- Opportunities to work closely with high level decision makers.
- Motivated environment with an emphasis on team work.

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

- Native level Japanese.
- Prior experience in a supporting back office role.
- Ability to manage multiple tasks with precision and attention to detail.
- Team player with initiative, strong sense of speed, and the ability to give and receive feedback.
- Strong negotiation skills, basic PC skills, ability to multitask calmly.

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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