



[紹介予定派遣] 秘書/ EA to APAC Managing Director 

WFH available, flex-time can be arranged

## 募集職種

### 派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

### 採用企業名

International Sports Fashion company

### 求人ID

1490784

### 業種

アパレル・ファッション

### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

### 雇用形態

紹介予定派遣

### 勤務地

東京都 23区

### 給与

500万円 ~ 700万円

### ボーナス

給与：ボーナス込み

### 更新日

2024年11月22日 04:00

## 応募必要条件

### 職務経験

3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 (英語使用比率: 50%程度)

### 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

### Responsibilities:

- Provide comprehensive administrative support, including scheduling and calendar management.
- Arrange international and domestic travel logistics.
- Translate documents between Japanese and English.
- Serve as an interpreter (Japanese/English) when needed.

- Organize and promptly submit expense reports.
- Develop agendas, draft meeting minutes, and prepare presentation materials.
- Compose and manage email correspondence while keeping the inbox organized.
- Facilitate clear communication and alignment across multiple global functions.
- Assist in the setup, coordination, and execution of key cross-functional meetings held in the office.
- Collaborate with various teams to ensure seamless execution of both in-person and virtual meetings.
- Set meeting agendas and coordinate with relevant teams to meet requirements and follow up on key actions.
- Plan and organize offsite events and workshops.
- Lead initiatives to promote company culture by organizing team activities and outings.

**Future tasks:**

- Pursue your professional development goals aligned with your interests in the business.
  - Develop and implement process improvements to enhance team operations.
  - Collaborate with other Executive Assistants across the company to provide consistent support to the APAC leadership teams.
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## スキル・資格

**Preferred Skills:**

- Experience as an Executive Assistant with a desire to advance in this role.
  - Proven experience in translating corporate documents.
  - Professional fluency in both Japanese and English.
  - Proficiency in Microsoft Office, including strong PowerPoint skills.
  - Exceptional time management abilities, with a talent for multitasking and handling competing priorities.
  - High emotional intelligence, with a keen sense of discretion and the ability to maintain confidentiality.
  - Expertise in prioritizing and efficiently managing an Executive's schedule, including handling pre-reads, setting agendas, and following up on action items.
  - A proactive attitude towards meeting new people, building relationships, and forming partnerships within the organization.
  - Competence in managing complex international travel arrangements, often involving multiple legs and frequent changes.
  - Flexibility to work varying hours, including occasional weekends and holidays, to support global business needs.
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## 会社説明