

Group Assistant - Investment bank

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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

1496156

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 800万円

更新日

2024年09月30日 18:43

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

Provide comprehensive administrative and organizational support to a team of senior executives in a fast-paced corporate finance environment.

Client Details

Our client is a leading global investment firm, renowned for its expertise in mergers, acquisitions, and financial restructuring. With a reputation for delivering independent advice and innovative solutions, the firm operates across multiple continents, offering a dynamic and collaborative workplace. Joining this team means being part of a highly respected finance group known for its commitment to excellence.

Description

- Manage complex calendars for multiple senior executives, scheduling meetings, appointments, and events.
- Organize and coordinate meetings, including preparing agendas and taking minutes.
- Handle document management, maintaining records and tracking important deadlines.
- Oversee communications, managing incoming emails, phone calls, and liaising with clients.
- Arrange travel logistics, process expense claims, and manage office supplies.
- Support projects by preparing reports, gathering data, and assisting with project meetings.

- Maintain confidentiality and ensure compliance with company policies.

Job Offer

- Collaborate with global leaders in corporate finance.
- Contribute to a high-performing, internationally recognized team.
- Attractive benefits including housing allowance support

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

- Experience supporting executives in a fast-paced environment (Executive Assistant, Legal Secretary, Group Secretary, etc.)
 - Native level Japanese and high business level English
 - Strong organizational and multitasking abilities with excellent attention to detail.
 - Effective communication skills, both written and spoken, in English.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant tools.
 - Ability to handle confidential information and maintain professionalism.
 - Flexible, proactive, and adaptable to changing priorities.
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会社説明

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