

Executive Assistant - Luxury 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

1496157

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 700万円

更新日

2024年09月30日 18:57

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 full administrative and executive support to top management, managing operations and employee relations. Ensure smooth communication and effective coordination across the organization.

Client Details

Our client is a renowned global luxury brand operating in Japan. They are known for their commitment to excellence, innovation, and premium service. You'll be joining a high-performing team in a dynamic and fast-paced environment.

Description

- Manage administrative functions for senior leadership, including scheduling, travel arrangements, and expense reimbursements.
- Coordinate internal/external communications and prepare official letters for business partners.
- Handle visitor logistics: airport greetings, transport, accommodations, and event preparation.
- Oversee employee relations, addressing matters like sick leave, resignations, and employee records.
- Support business operations: managing uniforms, registrations, health & safety, and environmental reporting.
- Plan and coordinate events, including employee workshops and training logistics.
- Conduct special projects and tasks as required.

Job Offer

- Globally respected brand with a prestigious reputation.
- Contribute directly to the success of top-tier leadership and organizational growth.
- Family sales discount

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

- Bilingual in English and Japanese (native level) with excellent communication skills.
 - Highly organized with strong attention to detail and multitasking abilities.
 - Proficient in Microsoft Office (Word, PowerPoint, Outlook, Excel).
 - Experience in a corporate environment; Bachelor's degree preferred.
 - Demonstrates sound judgment, discretion with confidential information, and a client-centric mindset.
 - High level of motivation, proactive, and able to work independently or with teams.
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会社説明

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