



MichaelPage

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## Secretary/HR Assistant - Private Equity

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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

1497682

## 業種

プライベートエクイティファンド・ベンチャーキャピタル

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

400万円 ~ 600万円

## 更新日

2024年10月08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

日本での就労許可が必要です

## 募集要項

Take the lead on scheduling recruitment interviews and HR-related meetings. The focus is on precise coordination, supporting a high-demand, fast-moving private equity team.

## Client Details

A global leader in private equity, our client values precision and efficiency. Known for creating opportunities for growth and fostering professional excellence, they offer an exciting environment for candidates skilled in schedule management.

## Description

- Arrange interviews and HR-related meetings with internal and external stakeholders.
- Coordinate schedules for recruitment, new hire orientations, and company events.
- Support onboarding and offboarding processes through effective scheduling.
- Manage internal HR calendars and provide logistical support for team meetings.
- Ensure seamless coordination of events, trainings, and health checkups.

## Job Offer

- No industry experience required
- Dynamic and challenging work environment
- Exposure to high-level executives and decision-makers
- Opportunity for professional growth and development

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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#### スキル・資格

- Strong experience in scheduling and calendar management in a professional environment.
  - Proficiency in Microsoft Office (Excel, Word, PowerPoint).
  - Excellent attention to detail and organizational skills.
  - Ability to manage multiple urgent tasks under tight deadlines.
  - Experience in scheduling in English and strong communication skills.
  - Team player with a proactive, solution-oriented mindset.
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#### 会社説明

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