

MichaelPage

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Group Assistant - Investment Management

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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

1516693

業種

アセットマネジメント

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 850万円

更新日

2025年01月22日 19:16

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

You will manage schedules, coordinate travel, and provide high-quality support to executives. This role offers an opportunity to thrive in a fast-paced, international setting.

Client Details

Our client is a well-established, globally recognized organization known for its professional excellence and collaborative work culture. They value precision, adaptability, and initiative, offering a supportive environment for career growth.

Description

- Manage executive schedules, meetings, and travel arrangements.
- Coordinate video and phone conferences, including room and equipment setup.
- Provide comprehensive support, including expense processing, filing, and document preparation.
- Oversee client interactions, from greeting visitors to arranging hospitality.
- Handle administrative tasks such as vendor communication, supply inventory, and payment processing.
- Collaborate with domestic and international teams for seamless operations.

Job Offer

- Attractive benefits including DC Plan
- Work from home and flextime available
- Fully stocked office with snacks and beverages.

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
 - Proficiency in Office 365 and Salesforce; ability to quickly adapt to new tools.
 - Exceptional organizational and multitasking abilities.
 - A proactive problem-solver with excellent interpersonal skills.
 - Experience in administrative support or a similar role, preferably in a global organization.
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会社説明

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