



## Executive Assistant to President

### 募集職種

#### 採用企業名

KPay Japan 株式会社

#### 求人ID

1517547

#### 業種

その他（金融）

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 中央区

#### 給与

経験考慮の上、応相談 ~ 1100万円

#### 勤務時間

9:30am - 6:30pm

#### 更新日

2025年04月23日 12:00

### 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

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### その他言語

中国語：北京語 - ビジネス会話レベル

#### 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

#### About KPay :

KPay Group (KPay) is a leading fintech company dedicated to empowering businesses of all sizes with simple, smart, seamless and secure technology solutions. Serving over 45,000 merchants across Hong Kong, Singapore, and Japan, KPay is unleashing merchants' growth potential by building a one-stop platform for financial management, business operations and digital transformation. KPay secures a record USD55 million in 2024, marking the largest series A fundraise globally in the payments sector of the year.

#### Job Responsibilities:

1.Business Support:

- Conduct in-depth market research, compile data, and prepare reports or presentations for the executive team.
- Assist in the development and execution of administrative policies, procedures, and systems.
- Manage special projects and initiatives as assigned by the executive team.

## 2.Partnership Management:

- Identify and establish strong partnerships with internal and external stakeholders to enhance and support local business growth.
- Anticipate the needs of the executive team and proactively provide support and solutions.

## 3.Communication and Coordination:

- Facilitate effective communication and information flow between the executive team and various departments within the organization.

### **Working Hours:**

9:30 to 18:30

(Core working hours are from 10:30 to 16:00, with flexible start and end times.)

※ Excluding Saturdays, Sundays and public holidays

### **Employment type :**

Full-time employee

Probation period: 3 months (no change in wages or conditions)

### **Salary details :**

Wages will be determined based on experience and ability.

\*Salary includes fixed overtime pay.

### **Benefits and Welfare**

- Health insurance, employee pension insurance, employment insurance, workers' compensation insurance
- Paid vacation, sick leave, special vacation, summer vacation, year-end and New Year's vacation
- Commutation allowance

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## スキル・資格

### **Job Requirements:**

- Bachelor's degree holder with a minimum of 3+ years' experience in the Fintech, IT, or SaaS industry.
- Proficient in spoken and written Japanese, Mandarin, and English.
- Demonstrates a positive and energetic demeanor, a strong can-do attitude, and the ability to work independently.
- Exhibits a proactive, mature, organized, and results-oriented approach, along with strong communication and interpersonal skills.
- Immediate availability is highly preferred.
- Preference will be given to candidates with project or product management and investment relations experience.

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## 会社説明