

MichaelPage

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Team Assistant - Luxury Beauty 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

1519073

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 650万円

更新日

2025年02月03日 18:56

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

Support the Japan team by managing schedules, coordinating reports, and assisting in administrative tasks. Act as a key liaison between departments to ensure seamless operations.

Client Details

A globally recognized luxury beauty brand with a strong presence in Japan. Known for its high-quality products and sophisticated branding, this company fosters a collaborative and innovative workplace where employees can thrive.

Description

- Manage schedules, meetings, and travel arrangements for the team
- Collect and compile reports from various functions, including sales and marketing
- Handle administrative tasks such as payment requests and process improvements
- Coordinate visitor schedules, accommodations, and event logistics
- Support counter sales activities and facilitate communication between stores and internal teams
- Assist in store openings, promotional events, and trade initiatives
- Manage vendor relationships, ensuring quality and efficiency
- Oversee beauty consultant schedules and training coordination

Job Offer

- Be part of a high-end luxury brand with strong market influence
- Work in a collaborative and engaging environment with career growth opportunities

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 in administrative or team assistant roles, preferably in luxury, beauty, or retail
 - Strong organizational skills with the ability to multitask in a fast-paced setting
 - Excellent communication and coordination abilities
 - Proactive problem-solver with attention to detail
 - Fluency in Japanese; English proficiency preferred
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会社説明

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