



【時給2650円】 Executive Assistant for Fast-Moving Consumer Goods

募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1520580

業種

その他

会社の種類

外資系企業

雇用形態

派遣

勤務地

東京都 23区, 港区

給与

時給制

時給

2650円 + 交通費

勤務時間

9:30～18:00

更新日

2025年03月05日 13:00

応募必要条件

職務経験

1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 (英語使用比率: 50%程度)

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

◆ Schedule Management

- General schedule management.
- Coordination within the team, LT, Agency, Region & Global.
- Sending invitations for meetings.

- Manage attendance (follow-up)

- Coordination of changes and rescheduling

Travel arrangements (airline tickets, hotel, transportation, communication with agencies and destination representatives, etc.)

Reimbursement processing

Lunch and dinner arrangements (when necessary)

Delegation of systems in your absence.

Settlement of expatriates (look and see visits, visas, and any other local government related support needed, including family members, setting up inductions, etc.)

Japanese language support

Cascade information shared within the company to the team (communication and compilation of information for sending Christmas cards and New Year's cards, etc.)

Manage email groups (member updates)

Arrange offsites and workshops (team offsites, workshops with other departments, Region & Global, etc., Venue arrangements, logistics on the day of the event)

◆ Visitor-related arrangements and support

- Arrange logistics such as hire cars, restaurant arrangements (check for allergies, etc.), and meeting room set-up, in coordination with visitor assistants.

- Support early morning to late evening hours as needed.

Assist non-Japanese speaking members of the team when Japanese language support is required (e.g., filling out and submitting Visa arrangement forms for business trips).

スキル・資格

[Required Requirements]

University degree or higher, with at least 3 years of experience as an executive assistant.

Effective verbal and written communication skills.

Experience using Powerpoint, Outlook, etc. on the job.

Business-level English, native Japanese

会社説明