

MichaelPage

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Executive 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

1521359

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

600万円 ~ 800万円

更新日

2025年02月10日 11:42

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 provide administrative support and assistance to a team and Senior Executives including tasks such as scheduling meetings, coordinating travel arrangements, managing correspondence, maintaining records and databases, and helping to prepare reports and presentations to ensure that operations run smoothly and efficiently.

Client Details

A global leader in private equity, the company 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

- Schedule and coordinate meetings, appointments, and travel arrangements for team members
- Manage correspondence, including drafting and sending emails, letters, and other communications on behalf of the team
- Answer phone lines and take messages as needed; escalating where appropriate
- Maintain office supplies and equipment, including ordering and stocking supplies, and coordinating repairs and maintenance
- Help to organize and plan events or other activities for the team or department.

Job Offer

- Competitive compensation and benefits
- 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.

スキル・資格

- EA/Group Assistant/Admin experience in corporate environment supporting senior professionals
 - Excellent verbal and writing communication in both English and Japanese (native level)
 - Proficiency in Microsoft Office (including PowerPoint, Word, and Excel)
 - Professional demeanor and ability to maintain confidentiality
 - Ability to manage multiple tasks and priorities effectively
 - Comfortable with a fast-paced and highly pressurised environment
 - Strong organizational skills and attention to detail
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会社説明

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