

MichaelPage

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Executive Assistant - Investment Firm (office-based)

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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

1521807

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

700万円 ~ 900万円

更新日

2025年02月12日 16:51

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 oversee key administrative tasks in a global financial environment.

Client Details

The client is a leading global investment firm with a strong presence in Japan. They offer a collaborative and fast-paced environment where proactive professionals thrive. Join a team that values efficiency, professionalism, and attention to detail.

Description

- Manage complex schedules, travel, and expenses for a senior team
- Oversee office operations, vendor payments, and invoice processing
- Support document formatting, presentation preparation, and event coordination
- Liaise with offshore teams to ensure seamless communication
- Handle ad hoc administrative tasks to keep operations running smoothly

Job Offer

- Work alongside senior executives in a prestigious firm
- Be part of a dynamic, globally connected team
- Utilize your bilingual skills in a professional setting

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 as an Executive Assistant/Team Assistant in a fast-paced setting
 - Fluent in English and Japanese (written & spoken)
 - Detail-oriented with a proactive, problem-solving mindset
 - Financial services experience is a plus but not essential
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会社説明

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