

MichaelPage

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Executive Admin - Global Health & Security Services

Executive Admin - Global Services

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

1523092

業種

福祉・介護

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 750万円

更新日

2025年02月21日 15:47

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

ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We are seeking a highly organized and proactive Executive Administration Specialist to support senior leadership in our Tokyo office. This role plays a crucial part in ensuring smooth executive operations, managing administrative functions, and facilitating seamless communication across teams.

Client Details

We are a world-leading provider of healthcare and security services, supporting multinational corporations, government agencies, and organizations in ensuring the well-being of their employees worldwide. Operating worldwide, we specialize in delivering medical, security, and risk management solutions, helping organizations protect their people in dynamic and challenging environments.

Description

- Provide high-level executive support, including scheduling, travel coordination, and correspondence management.
- Serve as a liaison between senior leadership and internal/external stakeholders, ensuring smooth communication.
- Support company events, board meetings, and leadership conferences.
- Manage office administration, including procurement and facility coordination.
- Assist with special projects and strategic initiatives as directed by senior leadership.

Job Offer

- Competitive salary and benefits package, including social insurance and paid leave.
- The chance to support a meaningful mission-helping people and organizations stay safe and healthy worldwide.
- Collaboration with global teams in a company recognized for its industry expertise and innovation.
- A dynamic and engaging workplace, where your contributions make a real impact.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

スキル・資格

- Proven experience in administration, general affairs, or corporate support.
 - Strong organizational and multitasking skills with attention to detail.
 - Excellent communication skills in Japanese and English (business level required).
 - Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
 - Ability to work in a fast-paced, international environment while handling confidential information with discretion.
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会社説明

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