



Executive Assistant

Prestigious company! Great Career Path!

募集職種

人材紹介会社

ALBERTO株式会社

求人ID

1523772

業種

ビジネスコンサルティング

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 550万円

更新日

2025年03月26日 07:00

応募必要条件

職務経験

3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

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

Position handles both secretarial and unit support duties

- Executive Assistant duties: Schedule management for the executive in charge, schedule adjustments, meeting room arrangements, visitor reception, dinner arrangements, and congratulatory and condolence arrangements (responsible for 3-5 executives)
- Unit support duties (operational support for the unit that the main executive in charge leads or belongs to): Operational support for unit meetings, management of unit members, support for accepting new recruits, support for unit events, and support for guests of overseas member firms visiting Japan

スキル・資格

- 2 years or more experience working as a full-time employee
- Experience as an executive secretary or executive assistant or assistant position similar to EA work (experience in coordinating schedules with internal and external parties, schedule management, team support work, etc.)
- Business level English (TOEIC 750 or higher: priority is given to practical experience in English. TOEIC score is a guideline only)
- Consulting firm experience (nice to have)

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

会社説明