

MichaelPage

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## Executive Assistant - Global Investment Firm

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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

1526729

## 業種

アセットマネジメント

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

800万円 ~ 900万円

## 更新日

2025年03月17日 11:22

## 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

As an Executive Assistant, you will be supporting senior business leaders in a fast-paced, international setting. This is a high-visibility role requiring exceptional organization, communication, and problem-solving skills.

## Client Details

The client is a globally recognized investment firm with a strong presence in Japan and a reputation for excellence in the financial sector. They operate at the forefront of private equity, credit, and real assets, managing a diverse portfolio across international markets. With a high-performance culture and a commitment to innovation, they provide a dynamic and fast-paced work environment where professionals thrive. The firm values collaboration, precision, and strategic thinking, making it an exciting place for driven individuals looking to make an impact in the industry.

## Description

- Manage complex travel arrangements - book flights, hotels, and coordinate visas
- Own executive scheduling - plan and organize meetings, conferences, and off-sites
- Prepare and edit business documents - Word, Excel, and PowerPoint materials
- Handle expense processing - manage reimbursements via Concur
- Support recruitment coordination - schedule interviews and manage logistics

- Draft strategic communications - emails, memos, and official correspondence
- Provide administrative support - assist with invoices, mail coordination, and vendor onboarding

#### Job Offer

- Be part of an international and fast-paced corporate environment
- Work closely with top-tier professionals and build a valuable career network
- Competitive salary and opportunities for growth within a prestigious global firm

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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#### スキル・資格

- 5+ years supporting senior executives in a corporate environment
- Strong organizational and multitasking abilities in a fast-paced setting
- Fluent in Japanese and English (spoken & written)
- Proficiency in Microsoft Outlook, Excel, Word, and PowerPoint
- Proactive, detail-oriented, and excellent interpersonal skills

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#### 会社説明

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