

MichaelPage

www.michaelpage.co.jp

Executive Assistant - Global Investment Firm

Executive Assistant - Investment Firm

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.

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

会社説明

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.