

MichaelPage

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Senior Executive Assistant

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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

1529063

業種

電気・電子・半導体

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 850万円

更新日

2025年03月25日 16:45

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

流暢

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

A leading global semiconductor company is seeking a bilingual Executive Assistant to support senior leadership in Japan. This is an incredible opportunity to work at the forefront of technology, collaborating with top industry leaders in a fast-paced and international environment.

企業情報

Join a global leader in the semiconductor industry that provides cutting-edge packaging and test solutions to the world's top technology and electronics companies. With a strong presence in Japan and across the globe, this company plays a key role in powering next-generation innovations in AI, automotive, mobile, and high-performance computing.

職務内容

- Manage complex calendars, schedule meetings, and handle communications for senior executives.
- Organize executive meetings, prepare agendas, record minutes, and track action items.
- Facilitate communication between teams in Japan and international offices.
- Arrange domestic and international travel, handle visa applications, and organize high-profile business events.
- Prepare reports, presentations, and business documents with discretion and accuracy.
- Assist in various administrative and strategic initiatives as needed.

条件・待遇

- Work closely with senior executives in a cutting-edge global technology company.
- Enjoy a dynamic, international work environment with career growth opportunities.

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

- Proficiency in English and Japanese.
 - Proven experience in an Executive Assistant or high-level administrative role
 - Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and other business tools.
 - Ability to manage multiple tasks, prioritize effectively, and work with a high level of attention to detail.
 - Experience handling sensitive information and working closely with senior executives.
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会社説明

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