

MichaelPage

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Personal Assistant - Global Financial Services Group

Personal Assistant to foreign Executive

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

1531049

業種

投資銀行

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1000万円

更新日

2025年04月07日 15:48

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

日本での就労許可は必要ありません

募集要項

A rare opportunity to provide dedicated 1:1 support to the Department Head of a global financial institution. This bilingual role is best suited to someone highly organized, proactive, and comfortable working in a dynamic international environment.

Client Details

The company is a leading global financial services group, headquartered in Japan, with a strong presence in over 30 countries. Their Tokyo office hosts a diverse and collaborative tech environment with over 25 nationalities. The firm is known for its commitment to employee development, diversity, well-being, and long-term career growth. You'll be part of a high-performing team supporting leadership with global responsibilities.

Description

- Manage complex calendar and coordinate meetings across multiple time zones
- Handle global travel arrangements and itineraries
- Oversee inbox and communication flow, ensuring key messages are addressed
- Act as a liaison across departments and external stakeholders
- Ensure daily operations run smoothly through proactive planning
- Take ownership of various administrative and compliance-related tasks

- Troubleshoot tech-related support needs (PC, mobile, access issues)
- Plan and execute executive-level events and meetings
- Provide ad-hoc support to the wider senior management team, including onboarding, expenses, and visitor hosting

Job Offer

- Join a globally respected firm with strong values around inclusion and well-being
- Gain exposure to senior leadership and global operations, with room to grow professionally

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

- Bilingual in Japanese and English (business level in both)
- Proven experience as an Executive or Personal Assistant in a global financial services firm
- Skilled in managing complex diaries and high-volume scheduling
- Strong attention to detail and ability to manage competing priorities
- High level of discretion and professionalism; trusted with sensitive information
- Clear communicator and natural problem-solver with a proactive mindset

会社説明

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