



## Executive Secretary

### 募集職種

#### 採用企業名

カーギルジャパン合同会社

#### 求人ID

1532233

#### 業種

総合商社

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 給与

経験考慮の上、応相談

#### ボーナス

固定給+ボーナス

#### 更新日

2025年04月21日 00:00

### 応募必要条件

#### 職務経験

6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

#### JOB PURPOSE AND IMPACT

The Executive Secretary, will provide various office and location support activities. In this role, you will ensure consistency of documentation, availability of shared resources and compliance with company standards.

#### KEY ACCOUNTABILITIES

- Administration support to Japan Country Representative, Country Controller, and AG&Trading Japan Leader, manage their schedule, Internal meeting arrangement, support corporate event, reception and arrangements for Cargill overseas visitors and customers.
- Prepare and proofread internal and outgoing documents to ensure alignment with corporate standards and business practices.
- Translation
- Organize and facilitate events, meetings and presentations and inspect meeting facilities to ensure event requirements are met, internal & external correspondence, meeting minutes.
- Handle basic issues and problems under direct supervision, while escalating more complex issues to appropriate staff.
- Other duties as assigned

