

Executive Assistant

仕事ID: 78059
職種タイトル: Executive Assistant
企業名: Boyd & Moore Executive Search
仕事の形態: 正社員
部署名: Assisting the President
勤務地: Shibuya-ku, 東京都
給与: 500 荳 - 700 荳
最終更新日: 2008年08月27日
職務経験: 6年以上
英語レベル: 流暢
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：有
スキル・資格: Main skills required:

- &middledot; Fluent spoken and written business English and Japanese
- &middledot; Excellent computer skills including familiarity with office software especially Outlook, Word, PowerPoint. Knowledge of Excel would be an advantage but is not essential.
- &middledot; Great organisational skills

Candidate Profile:

- &middledot; Minimum 5 years experience working at a high level within a foreign multi-national company.
- &middledot; Confident and mature in outlook.
- &middledot; A highly motivated and proactive individual able to work with minimal to zero supervision.
- &middledot; Able to work under extreme pressure and deal with multiple conflicts.
- &middledot; Would ideally have received an international education and/or have lived and worked extensively outside of Japan.
- &middledot; Will be familiar with international standards of reporting, communication and work practices.
- &middledot; Will provide mentoring and support for other PA ' s within the organisation in order to raise administrative standards.
- &middledot; Forward thinking and able to anticipate and solve problems.

募集要項: Principle responsibilities:

- &middledot; Scheduling and managing of all appointments, meetings, conference calls etc.
- &middledot; Managing data base of client contacts and all other external relationships.
- &middledot; Close liaison and management of calls and communication with other office in NY and London and other territories as required.
- &middledot; Management of all travel arrangements.

- · Dealing with low to mid-level e-mail correspondence as well as general incoming post.
- · Preparation of T & E, preparation of all other internal documentation related to processes such as PO ' s, HR processes etc.
- · Provide welcome and support services for senior executives visiting from overseas
- · General filing, faxing and office administration support

会社紹介:

Boyd & Moore Executive Search (BMES) is a high-growth, Ginza-based search firm. We provide senior executive and management-level recruiting services in Japan and other Asia Regional markets. Our team of recruiting professionals has extensive experience recruiting for multinational corporations and professional service organizations in a range of vertical markets within the Technology, Pharmaceutical/Medical, Financial, and Professional Service sectors.

BMES has been instrumental in helping numerous US, European, and Asian-based companies establish or grow their position in the Japanese marketplace. Because we have one of the most extensive networks of professionals in Japan, we are able to give our clients their most valuable competitive advantage: fast access to the most highly qualified candidates in the region.

BMES have expertise in four sectors, including Technology, Life Sciences, Finance, and Professional Services. Our client base is predominantly non-Japanese, and each of our search consultants either has or will develop particular expertise and focus in at least one of the above sectors.