



募集職種

求人ID: 99922
職種タイトル: Executive Assistant for Legal Head of 500-person Finance Company
人材紹介会社: イーストウエストコンサルティング株式会社
企業名: East West Consulting
部署名: Finance
会社の種類: 大手企業
外国人の割合: 外国人 少数
勤務形態: 正社員
勤務地: 東京23区
給与情報: 600万円 900万円
日付: 2008年06月27日 17:41

応募必要条件

勤務年数: 3年以上
キャリアレベル: 中途経験者・マネージャーレベル
英語: ビジネス会話レベル
日本語: ネイティブ
学歴: 大学卒：学士号
現在のビザ: 日本国籍、または日本での就労許可が必要です

募集要項

- Provide general administrative support for the CLO, including handling scheduling, meeting arrangements, travel arrangements and expense reports.
- Assist in preparing documents, including contracts, notices and policies (depending on assistant ' s ability, running the continuum from typing drafts and revisions created by the CLO to original drafting.)
- Contribute on legal and compliance projects in a variety of ways as able, including presentation preparation; project management, tracking and coordination; and preparation of minutes of meetings.
- Assist CLO in communication with internal and external counterparties in a variety of ways, including placing calls and drafting and sending e-mails on behalf of the CLO when appropriate.

スキル・資格

- Law firm or law department legal assistant experience.
- Strong native command of formal Japanese - spoken and written.
- Moderate to strong English skills.
- Prefer graduation from four year college.
- Word, PowerPoint and Excel skills essential

会社概要

Since 1987 East West Consulting has helped a broad array of international companies achieve success in the Japan market. We are widely recognized as Tokyo ' s leading executive search firm. Our clients range from many of the most prominent Fortune 500 companies to dot-com start-ups and successfully emerging enterprises that we are proud to have helped through the establishment phase. East West ' s unique recruiting system has been specifically designed for and honed in Japanese market conditions, by executive search professionals with many decades of cumulative experience here, and our clients can benefit from a number of distinctive advantages.