



Executive Assistant for Japanese female VP-USA IT company

Job Information

Recruiter
[en world Japan K.K](#)
Job ID

1389192

Company Type

International Company

Job Type

Contract

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Toei Mita Line Station

Salary

7 million yen ~ 9 million yen

Refreshed

August 8th, 2025 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

SUMMARY

We are looking for an Executive Assistant to perform a variety of administrative tasks and support our company senior-level managers.

Executive Assistant's responsibilities include managing calendars, making travel arrangements and preparing expense reports. To be successful in this role, we need a well-organized individual who has great time management skills and be able to act without guidance.

Ultimately, we need someone you will contribute to the efficiency of our business by providing personalized and timely support to executive members.

RESPONSIBILITY

- Act as the point of contact among executives, employees, clients and other external partners.
- Manage information flow in a timely and accurate manner
- Manager executives' calendars and set up meetings for directors and senior directors.

- Make travel and accommodation arrangements.
- Format information for internal and external communication -memos, emails, presentations, reports
- Prepare weekly, monthly or quarterly reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system
- Receiving and sending postal deliveries
- Help senior managementsto submit documents for expense reimbursements through systems like Concur.

Working location: Roppongi
English requirement : Fluent

Annural salary: 7M~9M depends on candidate's capability.
Start date: ASAP
Remote work: Possible

Required Skills

KEY QUALIFICATIONS

- Work experience as an Executive Assistant, Professional Assistant or similar role
 - Excellent MS office knowledge
 - Outstanding organizational and time management skills
 - Familiarity with office gadgets and applications
 - Excellent verbal and written communication skills in Japanese and English.
 - Bilingual (Japanese and English)
 - Discretion and confidentiality
 - University Degree
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Company Description

エンワールドについて

エンワールドは、アジア太平洋地域3カ国を拠点に、グローバル人材に特化した、スペシャリスト・管理職のリクルーティングサービスを提供しています。また、海外拠点との連携によりクロスボーダーリクルートメントでグローバル企業のサポートも可能にします。

エンワールド・ジャパンについて

エンワールド・ジャパンは、外資系企業や、グローバルな視点を持つ日本企業を対象に、業界専任コンサルタントと職種専任コンサルタントとの二軸からのキャリアコンサルティングにより、きめ細かいマッチングを可能にします。
エンワールド・ジャパンは、金融、財務を専門分野とするウォールストリートアソシエイツとして1999年に設立されました。その後、多岐に渡る業界や職種においてサービスを展開、2010年にインターネットベースの採用ソリューションでは国内トップクラスである、エン・ジャパン株式会社のグループ会社となりました。

エンワールド・ジャパン株式会社
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About en world

en world is a group of recruiting consultancies specialising in professional and managerial roles. Operating from 3 countries, we support global companies' recruitment needs through our Asia Pacific network.

About en world Japan

en world Japan supports globally-renowned international and Japanese companies to hire professionals and managers. Our recruitment consultants specialise across both function and industry resulting in deep market knowledge and focused search results.

en world Japan was founded in 1999, operating as Wall Street Associates and specialising in financial services recruiting. We expanded our coverage and service in response to our customer needs. In 2010 we became a group company of en-japan inc., a leading internet-based provider of recruitment services in Japan.

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