



Executive assistant / 社長室秘書

Job Information

Recruiter

Cornerstone Recruitment Japan K.K.

Hiring Company

フィンテック企業

Job ID

1454796

Industry

Other (Banking and Financial Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

Negotiable, based on experience

Refreshed

December 3rd, 2025 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【職務内容】

- 社長室事務業務
- コーポレート部門全般の事務サポート
- アプリマーケティングに関するサポート業務

【応募条件】

- 事務経験（3年以上）

- 各種報告書、レポートサマリ、プレゼン資料などの作成経験
- コーポレート部門（総務部、経理部など）での業務経験
- カスタマーサポート業務、PR業務、SNS運用などの経験
- 契約書類の翻訳経験
- 英語力（ビジネスレベル）
- チームのために自律的かつスピード感をもって業務遂行できる方
- 仕事を通じて社員の採用・能力の成長を支援してくれる環境で活躍したい方
- 世界一を目指すスタートアップ企業で、自らのスキルをさらに伸ばしたい方
- チームワークを重視しながらベストを尽くして取り組める方

Company Description

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverage the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

• Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

• Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

• Market Entry

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.