



Executive Assistant

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

An international luxury watch company

Job ID

1456360

Industry

Apparel, Fashion

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 8th, 2025 14:00

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

[JOB RESPONSIBILITIES]

- Offer administrative assistance to the Country Manager through tasks such as inputting written communications, generating reports and files, managing or filtering incoming phone calls and guests, scheduling meetings with different departments and clients, and coordinating travel plans
- Initiate communication with various brands, departments, companies, individuals, or any outstanding documents as instructed by the Country Manager, including checking and reporting on their current statuses.
- Oversee all incoming and outgoing communications for the Country.
- Supervise the Manager's Office to guarantee prompt and precise reception and distribution of these communications.
- Establish and uphold filing systems for the Country Manager's Office correspondence, ensuring both secure storage and confidentiality.
- Coordinate meetings, draft meeting minutes, and oversee follow-up tasks associated with the meetings.
- Produce and compile periodic sales figures and business plans for various brands as per the Country Manager's requirements.
- Submit monthly payments and expenses for both the Country Manager and functional contractors.

- Assist with Travel Arrangement, Visa applications, housing, and miscellaneous etc

[REQUIREMENTS]

- 5 years of working experience as Secretary/PA to executive levels.
- Detail-oriented and have interpersonal skills

[FOR FURTHER INFORMATION]

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Company Description