



【フルリモート】EA Position @ International SaaS Company

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1473664

Industry

Internet, Web Services

Company Type

International Company

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Based on hourly rate ~ Negotiable, based on experience

Hourly Rate

1900

Refreshed

May 8th, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Responsibilities

1. Travel Arrangements

- ① Handle travel arrangements for managers including all land/air transfers and hotel accommodations domestically and internationally
- ② Provide support to other leadership when necessary

2. Expense Management /Budget Management

- ① Prepare accruals/forecast budgets and process managers' expense reports for Domestic and International trips

3. Schedule Management

- ① Manage, prioritize, and coordinate schedules for conference calls, internal meetings, and events
- ② Plan and execute arrangements, including arranging for logistic requirements in any meetings, such as booking meeting rooms and conferencing numbers, sending invites, arranging for AV facilities, ordering food/drink, and distributing meeting materials
- ③ Collect and prepare presentation materials to be used during meetings
- ④ Manage division events including regular/ad hoc team meetings, celebrations, team building, and engagement events as requested

4. Visitor Arrangements

- ① Plan & provide support to visitors from overseas in partnership with other Executive Assistants (Agenda preparation, scheduling meetings, arranging transportation, meals & drinks, etc.).
 - ② Perform administrative duties responsibly and confidentially including documentation, filing & mailing.
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Required Skills

Requirements

- Experience in secretarial /assistant duties for at least 3-5 years at global companies
 - Able to use necessary programs (G-Suite, Zoom, MS Word, Excel, PowerPoint)
 - Excellent communication skills both in Japanese & English (business level)
 - Translation skills – building relationships and partnerships with global team members as well as Executive Assistants and other functions
 - Able to handle multiple tasks with accuracy and sense of urgency
 - Being helpful and willing to support others
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Company Description