



【外資企業】EA Position for Eyewear Company

Job Information

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

1475697

Industry

Other (Manufacturing)

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Based on hourly rate ~ Negotiable, based on experience

Hourly Rate

3000円 + 交通費

Refreshed

May 17th, 2024 06:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Company: Luxottica

Position: Executive Assistant for Italian GM

Working location: Kojimachi/Hanzomon

Employment type: Temp, high chance of becoming a permanent employee.

Hiring background: Replacement of perm EA

Job duty:

- Supporting Italian GM's schedule including travel booking, expenses

- Other manager's meeting schedule arrangement

- Accompanying business trip with GM is required

Working hour:

09:30~18:00, over time is required 20~30 hours per month.

Remote work:

It is possible if the GM works from home, 2~3 days per month.

Required Skills

Requirement:

Advanced English skill

Experienced supporting foreign executives, ideally experienced with Europeans.

Personality of GM: Strong, passionate with a strong Italian accent.

Hourly salary: 3000/h, 6~9M after becoming a permanent employee.

Company Description