



Executive Assistant for global luxury company

英語力を生かしてサポートいただけるお仕事です

Job Information

Recruiter

ALBERTO K.K.

Job ID

1503341

Industry

Apparel, Fashion

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7.5 million yen

Refreshed

May 30th, 2025 11:02

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

- Provide administrative support including calendar management, travel arrangements, expenses, and meeting logistics.
- Coordinate agendas, meeting invites, catering, and room setup.
- Build relationships with internal/external EAs to organize meetings and events.
- Prepare and reconcile travel expenses, ensuring policy compliance.
- Assist with team events and support visitor logistics.

Required Skills

- EA (3-5 years) with a Bachelor's Degree preferred.
- Ability to work as multitasking and communication skills in Japanese and English.

- Collaborative, proactive team player with excellent follow-through and attention to detail.
- Proficient in Outlook, Teams, Zoom, PowerPoint, Excel, and video editing; interest in trends and the fashion/retail industry is a plus.

For further details and a confidential discussion, please contact Ai directly on 080-4462-7881 or at ai@alberto-recruitment.com

Company Description