



Executive Secretary

Job Information

Hiring Company

Cargill Japan LLC.

Job ID

1532233

Industry

General Import, Export

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

April 28th, 2025 10:00

General Requirements

Minimum Experience Level

Over 6 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 PURPOSE AND IMPACT

The Executive Secretary, will provide various office and location support activities. In this role, you will ensure consistency of documentation, availability of shared resources and compliance with company standards.

KEY ACCOUNTABILITIES

- Administration support to Japan Country Representative, Country Controller, and AG&Trading Japan Leader, manage their schedule, Internal meeting arrangement, support corporate event, reception and arrangements for Cargill overseas visitors and customers.
- Prepare and proofread internal and outgoing documents to ensure alignment with corporate standards and business practices.
- Translation
- Organize and facilitate events, meetings and presentations and inspect meeting facilities to ensure event requirements are met, internal & external correspondence, meeting minutes.
- Handle basic issues and problems under direct supervision, while escalating more complex issues to appropriate staff.
- Other duties as assigned

Company Description