



【フルリモート】 Part time EA-外資IT（Saas）大手会社

フルリモート

Job Information

Recruiter

en world Japan K.K

Job ID

1534861

Industry

Software

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Part-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

Based on hourly rate ~ Negotiable, based on experience

Hourly Rate

09 : 00 - 13 : 00 (Flex Time)

Work Hours

4 hours a day

Holidays

[勤務日] 月～金、週5日

Refreshed

July 30th, 2025 01:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Country manager: Male, Japanese

Secretary, manager, etc., experience

(社内日本語英語両方使用、グローバルと英語でやり取り発生)

Employment style: Long-term Haken

Work style: Full remote OK

Start time: 1st.May

Hiring Back ground: Current Haken Staff leaves (relocates abroad for family reasons)

Work time: 4 hours/Day (09:00-13:00) or 10:00-14:00

Location: Tokyo, Chiyoda City, Marunouchi

You will work with a passionate and dynamic IT team in a fast-growing company.

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.

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

Pay Rate

2100/H-2250/H (to be decided based on skills)

Company Description