



Executive Assistant (6-week contract)

Job Information

Hiring Company

[Smith & Associates Far East Ltd.](#)

Job ID

1538758

Industry

Electronics, Semiconductor

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4.5 million yen ~ 7 million yen

Refreshed

May 7th, 2025 18:30

General Requirements

Minimum Experience Level

Over 3 years

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

The Executive Assistant provides high-level administrative support to executives, ensuring efficient operation and management of their schedules, communications, and projects.

This position is a 6-week contract, with an immediate start date.

Required Skills

The ideal candidate should be a degree holder with over five years of administrative experience. Proficiency in PC skills is essential, including Microsoft Word, Excel, and PowerPoint. Additionally, a strong command of both spoken and written

English and Japanese is required.

Company Description