

MichaelPage

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【Executive Assistant】 WFH options 3 - 4 days**【Executive Assistant】 WFH 3 - 4 days****Job Information****Recruiter**

Michael Page

Job ID

1538932

Industry

Other (Consulting and Professional Services)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 10 million yen

Refreshed

May 9th, 2025 19:09

General Requirements**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

Join a dynamic and values-led consultancy as the Executive Assistant to the Managing Director. This hybrid role combines executive support, team coordination, and project execution in a flexible and digital environment.

Client Details

A respected DE&I focused consultancy with regional influence across APAC and global partnerships. They operate with a deeply human-centric philosophy, embracing flexibility, autonomy, and digital agility. The team is mission-driven, collaborative, and passionate about creating lasting societal impact.

Description

- Manage and optimize the Managing Director's calendar and travel arrangements.
- Handle high-level email communications and liaise with senior stakeholders.
- Conduct lead generation and prepare client presentations and meeting materials.
- Coordinate logistics for client events and internal meetings.
- Manage general office operations including expenses, booking venues, and ordering supplies.

Job Offer

- Remote work options.
- High visibility role working directly with the Managing Director.
- Professional growth through hands-on involvement in client and sales operations.
- Engaging, values-driven culture that prioritizes equity, collaboration, and innovation.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Proven experience as an Executive Assistant, ideally in a fast-paced, agile environment.
 - Excellent organisational skills and strong attention to detail.
 - Tech-savvy and experienced with CRM systems.
 - Professional in email communication and stakeholder engagement.
 - Strong research and lead generation abilities.
 - Adaptable, self-motivated, and thrives in a digital-first workplace.
 - Native level Japanese with Business level English.
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Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>