



Executive Secretary/エグゼクティブ セクレタリー | 経営陣と直接連携し、意思決定を支えるやりがい

【小伝馬町駅 徒歩3分】 フレックスタイム制あり！機密情報を扱う信頼される役割

Job Information

Hiring Company

[Pico Global Services Ltd.](#)

Job ID

1539498

Division

Office Administration

Industry

Other (Advertising, PR, Media)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Holidays

完全週休2日制（土日祝）、年末年始休暇、有給休暇、年間休日120日以上

Refreshed

August 15th, 2025 01:00

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

Position: Executive Secretary

We are looking to hire an executive secretary with exceptional administrative and clerical skills. Executive secretaries are expected to multi-task and work well under pressure in a fast-paced environment. To ensure success, executive secretaries should be organized, have superb research skills, and must be exceptional communicators with a keen interest in providing reliable and accurate support to executives and management while working with confidential information. Top candidates will possess incredible problem solving and office coordination skills, and exhibit excellent time management.

雇用形態

正社員（最初の1年は有期雇用）

※3カ月間の試用期間があります。その間の待遇・給与に変更はありません。

雇用期間

最初の1年は期間契約、その後期間の定めなし

業務内容

- Performing accurate research and analysis.
- Coordinating arrangements, meetings, and/or conferences as assigned.
- Taking dictation and writing correspondence.
- Compiling, proofreading, and revising drafts of documents and reports.
- Daily record keeping and filing of documents.
- Preparing reports, presentations, and correspondence accurately and swiftly.
- Creating and organizing information, and generating reference tools for easy use.
- Answering and screening telephone calls, and responding to emails, messages, and other correspondence.
- Operating and maintaining office equipment.
- Managing a busy calendar, meeting coordination, and travel arrangements.

勤務地

東京都中央区日本橋大伝馬町6-5 岩清日本橋ビル6階

（地下鉄日比谷線 小伝馬町駅 徒歩3分）

Required Skills

- Degree in business administration (desirable).
- Certificate in business administration or related (essential).
- 2 years of experience in an executive support role.
- Methodical thinker with detailed research proficiencies.
- Thorough understanding of clerical and secretarial principles.
- Strong knowledge of databases and tracking systems.
- Fantastic organizational skills and detail-oriented.
- Ability to work under pressure and meet deadlines.
- Brilliant written and verbal communication skills.
- Proficient in Microsoft Office, and business communication software.

勤務時間

所定時間 : 9時～18時（1日8時間）

休憩原則 : 12時～13時

フレックスタイム制：あり

時間外労働：時間外労働 あり（月平均20時間）

給与

月給：32万円～40万円

月額給の14か月が年収となる、2か月分は賞与として1年間就労後に支給

固定残業代（みなし残業代）：40時間を含む

加入保険

社会保険完備（健康保険、厚生年金、雇用保険、労災保険）

待遇・福利厚生

・通勤交通費全額支給

受動喫煙防止措置

敷地内禁煙

Company Description