

MichaelPage

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Executive Assistant - Global Automotive

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Job Information

Recruiter

Michael Page

Job ID

1544572

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

June 12th, 2025 17:20

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This position offers the opportunity to provide high-level administrative and operational support to a Senior Executive of a global company in Tokyo. The ideal candidate will be bilingual (Japanese/English), highly organized, and experienced in supporting senior executives in a fast-paced, international environment.

Client Details

A leading global organization is seeking a highly capable and proactive Executive Assistant to provide high-level support to a Senior Executive based in Japan. This is a newly created position, ideal for a motivated professional who thrives in a fast-paced, international environment and is eager to contribute to executive-level operations.

Description

- Provide comprehensive administrative and executive support to a Senior Executive
- Manage schedules, appointments, and complex travel arrangements (domestic and international)
- Maintain confidentiality and manage sensitive information with discretion

- Support leadership communication, reporting, and internal coordination
- Assist with special projects and process improvements as needed

Job Offer

- Collaborative and professional team culture
- Long-term career development potential

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- Previous experience as an Executive Assistant or in a senior administrative role
 - Proficient in English and Japanese
 - Strong organizational skills, with the ability to prioritize and manage multiple tasks efficiently
 - Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
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Company Description

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