

MichaelPage

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Executive Assistant - Luxury Jewelry Brand

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Job Information

Recruiter

Michael Page

Job ID

1544915

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 9 million yen

Refreshed

June 17th, 2025 14:38

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

This is a key support role that blends organizational precision with strategic partnership at the executive level.

Client Details

The company is a globally recognized luxury brand with a long-standing heritage of excellence. With a modern, collaborative office culture and a high-performance leadership team, they offer the chance to work closely with decision-makers while gaining exposure to global business operations. This is a rare opportunity for a top-level EA to contribute to a fast-paced, world-class organization without the formality of corporate red tape.

Description

- Manage complex calendars and coordinate multi-time-zone meetings
- Organize domestic and international travel with precision
- Act as a communication gatekeeper and liaison on behalf of executives
- Plan and execute meetings, events, and special projects
- Draft professional emails, reports, and presentation materials
- Track expenses, handle reimbursements, and manage budgets
- Maintain strict confidentiality while handling sensitive information

- Anticipate needs, troubleshoot issues, and improve workflow efficiency

Job Offer

- Work closely with executive leadership in a high-visibility role
- Join a global luxury brand with a collaborative, modern work culture
- Gain exposure to international business operations and decision-making

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

Required Skills

- 5+ years as an Executive Assistant to senior executives
 - Bilingual in English and Japanese (written and spoken)
 - Experienced in high-level calendar, travel, and event management
 - Skilled in Microsoft Office (Outlook, Excel, PowerPoint) and tools like Concur
 - Detail-oriented, organized, and able to multitask under pressure
 - Proactive, discreet, and adaptable with a problem-solving mindset
 - Bonus: Experience in luxury, retail, or fashion industries
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Company Description

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