

MichaelPage

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Group Assistant - Investment Management

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Job Information

Recruiter

Michael Page

Job ID

1544917

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8.5 million yen

Refreshed

June 17th, 2025 14:57

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

You will manage schedules, coordinate travel, and provide high-quality support to executives. This role offers an opportunity to thrive in a fast-paced, international setting.

Client Details

Our client is a well-established, globally recognized organization known for its professional excellence and collaborative work culture. They value precision, adaptability, and initiative, offering a supportive environment for career growth.

Description

- Manage executive schedules, meetings, and travel arrangements.
- Coordinate video and phone conferences, including room and equipment setup.
- Provide comprehensive support, including expense processing, filing, and document preparation.
- Oversee client interactions, from greeting visitors to arranging hospitality.
- Handle administrative tasks such as vendor communication, supply inventory, and payment processing.
- Collaborate with domestic and international teams for seamless operations.

Job Offer

- Attractive benefits including DC Plan
- Work from home and flextime available
- Fully stocked office with snacks and beverages.

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

- Experience supporting executives in a fast-paced environment (Executive Assistant, Legal Secretary, Group Secretary, etc.)
 - Native level Japanese and high business level English
 - Proficiency in Office 365 and Salesforce; ability to quickly adapt to new tools.
 - Exceptional organizational and multitasking abilities.
 - A proactive problem-solver with excellent interpersonal skills.
 - Experience in administrative support or a similar role, preferably in a global organization.
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Company Description

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