

**MichaelPage**

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**【在宅週3/外資大手コンサルティング】役員秘書****【在宅週3/外資大手コンサルティング】役員秘書****Job Information****Recruiter**

Michael Page

**Job ID**

1546811

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4.5 million yen ~ 7.5 million yen

**Refreshed**

July 4th, 2025 19:20

**General Requirements****Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

**Job Description**

The DT RA position in the professional services industry provides an exciting opportunity to support key business functions within secretarial and business support. The role is based in Tokyo and requires a detail-oriented individual with a passion for organizational efficiency.

**Client Details**

This role is with a large organization known for its contributions to the professional services industry. The company values precision and operational excellence in its secretarial and business support teams, delivering high-quality services to clients.

**Description**

- Provide comprehensive administrative support to ensure smooth business operations.
- Manage schedules, coordinate meetings, and handle documentation for senior team members.
- Assist in organizing and maintaining accurate records and data for internal processes.
- Serve as a communication liaison between departments and external stakeholders.
- Ensure compliance with company policies and procedures in all administrative tasks.
- Support the creation of reports, presentations, and other business documents.
- Handle confidential information with discretion and professionalism.

- Contribute to the continuous improvement of administrative processes within the department.

### Job Offer

- Competitive salary ranging from JPY 4500000 to JPY 5500000 annually.
- Comprehensive benefits package to support your well-being.
- Opportunities for professional growth within the professional services industry.
- A collaborative and structured work environment in the heart of Tokyo.
- Access to resources and training to enhance your skills.

If you are ready to advance your career as a DT RA, apply today to join this leading organization in Tokyo!

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ami Kikuchi at +81 3 6832 8690.

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### Required Skills

A successful DT RA should have:

- Previous experience in secretarial or administrative roles within a professional setting.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency in Microsoft Office Suite and other relevant software tools.
- Ability to communicate effectively in both written and spoken English.
- Familiarity with the professional services industry is an advantage.
- A proactive approach to problem-solving and task management.
- Ability to work in Tokyo and adapt to a fast-paced environment.

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### Company Description

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