

MichaelPage

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Administrative Assistant - Global Investment Firm

Administrative Assistant

Job Information

Recruiter

Michael Page

Job ID

1552100

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 8 million yen

Refreshed

July 15th, 2025 17:38

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

You will support a team of senior professionals at a global investment firm. This role requires strong attention to detail, discretion, and the ability to manage multiple priorities with confidence.

Client Details

The company is a prestigious, international organization known for its excellence in finance and investments. With a collaborative and fast-paced work culture, they offer a professional environment that values high standards, efficiency, and integrity. Their Japan office plays a key role in regional operations and is committed to supporting both professional development and work-life balance.

Description

- Manage complex calendar scheduling and meeting coordination across time zones
- Organize internal and external meetings, both onsite and offsite
- Prepare expense reports and handle travel arrangements efficiently
- Liaise with clients, vendors, and internal stakeholders professionally
- Support team operations with document handling, data entry, and reporting
- Handle ad hoc administrative tasks to ensure smooth team workflow

- Coordinate across departments to assist with projects and event logistics

Job Offer

- Join a top-tier global firm with strong leadership and clear career development opportunities
- Be part of a professional and respectful team culture in a stable, long-term role
- A collaborative work environment that values efficiency and precision.

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 in an administrative or assistant role, ideally in a multinational or financial services firm
- Fluent in Japanese (native level) and business-level English (both written and verbal)
- Proactive, highly organized, and capable of managing competing priorities
- Strong communication skills and a client-service mindset
- Familiar with Microsoft Office and standard business tools
- Maintains confidentiality and demonstrates professional maturity

Company Description

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