

**Office & Executive Assistant／役員アシスタント兼オフィスサポート**

国際的なロケーションインテリジェンスのリーディングカンパニーで働く

**Job Information****Hiring Company**

Navagis, Inc.

**Job ID**

1552145

**Division**

Administrative

**Industry**

Software

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Part-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Salary**

Negotiable, based on experience ~ 2.5 million yen

**Work Hours**

平日（月～金）のうち、9:00～18:00の間で1日約3時間程度、業務依頼に応じて柔軟に勤務していただきます

**Holidays**

土日・祝日、年末年始、および夏季休暇（2日）はお休みです

**Refreshed**

July 23rd, 2025 00:00

**General Requirements****Minimum Experience Level**

Over 1 year

**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****About Navagis:**

Navagis is a Google Cloud Premier Partner based in the US with offices in San Francisco, Japan, Singapore, and the Philippines. Navagis is a Location Intelligence company that empowers organizations to leverage geospatial information to efficiently run their multiple operations via web and mobile applications. Navagis software solutions are built using Google Maps and Google Cloud technologies and open systems to integrate various information sources into a map-driven common operating picture for the entire enterprise.

We are in need of an **Executive Assistant to the CEO** to join our fast-growing team in **Tokyo, Japan**.

#### Your Role:

- Handle electronic and written correspondence on behalf of the executive to partners and key management personnel. Will have access to the executive's documents.
- Manage executive's calendar
- Sign up the executive for industry and business activities.
- Find resources – books, training, etc. – specific to the executive's business interests.
- Support in other Asian countries.
- Arrange logistics and/or travel
- Research on companies, topics, and people. Experience with research on conglomerates, partners and people strongly preferred.
- Handle expense reports and other document organization
- Personal assistance, such as purchase personal necessities, line up appointments, etc.
- Attend customer meetings with Executive and help with basic translation
- Assist with various hiring processes

---

#### Required Skills

##### Requirements:

- BA degree or equivalent.
- Experience as a Executive Assistant or Secretary (2 years).
- Japanese as a primary language. Fluent in English.
- Great verbal and written communication skills - Can get along well with customers.
- Can type quickly and take notes on the computer while listening.
- Amenable to work in Minato-ku, Tokyo.

##### Nice to have:

- Some experience in the technology field would be great, but not mandatory.
- Experience in Google Technology (Google Docs, Google Sheets) is a plus.

※No sales responsibilities or background. No accounting/bookkeeping.

※Does not need to manage anyone.

※Possible travel but not necessarily and not during COVID situation

#### Why Join Us

- **Highly flexible and Long Term environment.**  
Our Executive Team is mostly Ex-Google. We work hard and have fun while doing it!  
We have an active international community. We also offer comprehensive benefits in all the countries we operate in.
- **Our employees develop and support high-end solutions.**  
Every day, we push technical boundaries to advance the field of Location Intelligence.  
We believe mapping is essential to the world and we are extremely dedicated when it comes to quality and performance.
- **Learn from the BEST and make a difference.**  
Our team is composed of some of the best engineers in the world. As a young dynamic company, the work you do will make a big difference.  
At Navagis, you will be surrounded by top talent who have years of experience in mapping and cloud infrastructure, deep learning, and more.

---

#### Company Description