



## Executive Assistant - エグゼクティブアシスタント 【外資系スポーツブランド】

業界をリードするグローバルブランドで、経営陣を支えるポジションです。

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Hiring Company**

Global Sportswear & Lifestyle Brand

**Job ID**

1553715

**Industry**

Apparel, Fashion

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Other

**Location**

Tokyo - 23 Wards, Shinagawa-ku

**Salary**

3 million yen ~ 4 million yen

**Refreshed**

August 30th, 2025 01:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

Be a part of a globally admired brand. Work directly with inspiring leaders. Grow your career in a collaborative, international setting with Competitive salary and benefits.

### Key Responsibilities

- Provide high-level administrative support to the executive team
- Manage schedules, meetings, travel, and communication
- Coordinate with internal departments and external partners
- Prepare reports, presentations, and meeting materials

- Maintain confidentiality and handle sensitive information with discretion

#### 仕事内容

- スケジュール管理、会議設定、出張手配
- 社内外との連絡調整（国内、海外）
- 資料作成、レポート提出
- 来客、電話対応

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#### Required Skills

- Experience in schedule coordination and calendar management
- Proficiency in creating documents using Excel and PowerPoint

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#### Company Description