



Executive Assistant - エグゼクティブアシスタント

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 - Other Areas

Salary

2.5 million yen ~ 3 million yen

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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

Required Skills

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