



PR/118124 | Personal Assistant (Japanese Speaking)

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1553891

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

October 14th, 2025 15:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Personal Assistant (Japanese Speaking)

Salary: GBP 43,000 - 52,000.0

Hours: 9am-5pm

Location: London (Hybrid working)

Main Duties:

- Coordinate and schedule meetings with Tokyo headquarters executives, regional officers, and external partners
- Manage complex calendar arrangements across multiple time zones
- Organize detailed travel itineraries, including flights, accommodations, and ground transportation
- Process expense reports and handle reimbursement procedures

- Manage internal applications and corporate administrative processes
- Serve as a proxy for the executive in administrative tasks and correspondence
- Provide administrative support to a team of five members, with planned team expansion
- Coordinate expense submissions and reimbursement workflows
- Schedule and facilitate team meetings and conference calls
- Arrange travel logistics for team members
- Offer general administrative assistance to ensure smooth team operations
- Schedule and coordinate meetings and appointments
- Manage travel arrangements and prepare itineraries
- Process expense reports and related financial documentation
- Support various business activities with administrative tasks
- Provide Japanese-English interpretation services as needed
- No business travel is expected
- Attendance at company events or meetings may be required up to three times per week, primarily within the London area

Qualifications & Skills

Qualifications

Professional certification in administrative or executive assistance is preferred.

Skills

Native or near-native proficiency in both Japanese and English (spoken and written)
 Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
 Familiarity with travel booking systems and expense management platforms
 Strong organizational and time management skills
 Excellent verbal and written communication abilities
 Discretion in handling confidential and sensitive information
 Proficiency in managing calendars across multiple time zones
 Basic interpretation and translation capabilities

Personal Attributes

High level of professionalism and executive presence
 Exceptional attention to detail and accuracy
 Self-motivated with the ability to work independently
 Adaptability and flexibility in a dynamic, fast-paced environment
 Cultural sensitivity and awareness in international business contexts
 Proactive approach to problem-solving
 Strong interpersonal skills for engaging with senior executives
 Ability to remain composed under pressure and meet tight deadlines

Experience

Essential

Proven experience as an executive assistant or in administrative/personal assistant roles
 Experience supporting C-level or senior executives
 Demonstrated experience in an international business environment
 Expertise in complex calendar management and travel coordination
 Background in expense processing and corporate administrative procedures
 Experience working in multicultural and multilingual teams

Preferred

Prior experience in an HR department or supporting HR leadership, including use of HR systems
 Experience supporting multiple executives simultaneously
 Background in a global corporation with a regional office structure
 Experience providing interpretation and translation services

Familiarity with European business practices and cultural norms
Proficiency with virtual meeting platforms and remote collaboration tools
Experience in administrative support within team-based environments

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Company Description