

MichaelPage

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[Urgent] Executive Assistant - Global Investment Firm

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Job Information

Recruiter

Michael Page

Job ID

1557975

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7.5 million yen ~ 10 million yen

Refreshed

September 11th, 2025 19:03

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

In this role, you will provide high-level administrative support to senior executives in a fast-paced Tokyo office. You will manage schedules, travel, communications, and help ensure smooth daily operations across the team.

Client Details

The company is a global leader in alternative asset management, with over \$800 billion in assets under management. In Japan, the firm plays a key role in delivering flexible capital solutions across private equity, credit, and retirement services. With a growing Tokyo office and strong local partnerships, the company supports major corporates and institutions through tailored investment strategies. Their integrated platform combines global expertise with local execution, helping drive long-term financial outcomes in one of Asia's most dynamic markets.

Description

- Manage complex travel arrangements: book flights, hotels, and coordinate visas
- Own executive scheduling: plan and organize meetings, conferences, and off-sites
- Prepare and edit business documents: Word, Excel, and PowerPoint materials
- Handle expense processing: manage reimbursements via Concur
- Support recruitment coordination: schedule interviews and manage logistics

- Draft strategic communications: emails, memos, and official correspondence
- Provide administrative support: assist with invoices, mail coordination, and vendor onboarding
- Collaborate with team assistants: ensure seamless office operations

Job Offer

- Be part of an international and fast-paced corporate environment
- Work closely with top-tier professionals and build a valuable career network
- Competitive salary and opportunities for growth within a prestigious global firm

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

- Minimum 5 years of experience supporting senior executives or a bachelor's degree
- Fluent in both Japanese and English, with strong written and verbal communication skills
- Highly organized, detail-oriented, and able to manage multiple priorities under pressure
- Proactive and professional, with a strong sense of ownership and discretion
- Skilled in Microsoft Outlook, Excel, Word, and PowerPoint
- Comfortable working full-time in the office, Monday to Friday
- Team-oriented with a collaborative mindset and a positive attitude

Company Description

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