

## Executive Assistant - A Global Luxury Group Division

## EA - Luxury Fashion

## Job Information

## Recruiter

[Michael Page](#)

## Job ID

1558022

## Industry

Retail

## Job Type

Permanent Full-time

## Location

Tokyo - 23 Wards

## Salary

6 million yen ~ 7 million yen

## Refreshed

September 12th, 2025 13:48

## General Requirements

## 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

This role supports the executive team of a leading global luxury fashion group in Japan by providing high-level administrative and secretarial assistance, including calendar management, travel coordination, translation, and preparation of reports and presentations.

## Client Details

This is a global leader in the luxury industry that brings together some of the world's most iconic fashion houses. With a strong presence in Japan and across the globe, this group supports renowned Maisons in delivering ready-to-wear and accessories, combining heritage craftsmanship with modern innovation to shape the future of high-end fashion.

## Description

- Provide comprehensive administrative and secretarial support to the executive team.
- Manage calendars, appointments, travel arrangements, and meeting logistics.
- Prepare reports, presentations, briefing papers, and handle data interpretation.
- Support with Japanese ↔ English translation and occasional interpretation.
- Maintain office filing systems, records, and ensure confidentiality of information.
- Collaborate across functions with flexibility, professionalism, and strong communication skills.

**Job Offer**

- Opportunity to work within a world-leading luxury group with globally renowned fashion brands
- Exposure to senior executives and involvement in high-level decision-making support.
- Competitive salary and compensation package
- Flextime and Work from home available

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayumi Nandinzurkh on +81366276128.

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**Required Skills**

- Proven experience as an Executive Assistant or Group Assistant.
  - Native-level Japanese with strong business-level English skills.
  - Excellent organizational, time management, and prioritization abilities.
  - Strong communication and interpersonal skills with a professional demeanor.
  - Proficiency in Microsoft Excel and PowerPoint.
  - Ability to work independently, handle confidential information with discretion, and adapt to a fast-paced environment.
  - Positive attitude, flexibility, and collaborative mindset.
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**Company Description**

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