

【英語を活かす】エグゼクティブアシスタント/ Executive Assistant

外資系コンサルティング会社にて、エグゼクティブアシスタントの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

外資系コンサルティング会社

Job ID

1559699

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen

Refreshed

January 7th, 2026 01:00

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

A global consulting firm is seeking an Executive Assistant. The selected candidate will provide high-level support to senior leaders, managing schedules, meetings, and stakeholder engagement. This is a hybrid role.

One of the most globally recognised consulting firms. This company provide top-notch strategic consulting services to big-name corporates across many industries.

Keywords:

アシスタント, サポート, 事務, オペレーション, 秘書, 求人, 外資系

Job Ref: 6LFWM0

Responsibilities:

- Partner with senior leaders to manage calendars and schedules
- Coordinate complex travel arrangements and itineraries
- Organise and support client and internal meetings, conferences, and events
- Act as a liaison with clients, internal teams, and external stakeholders
- Maintain confidentiality of sensitive information and support decision-making
- Collaborate with the regional administration team to ensure smooth operations

Requirements:

- Bachelor's degree or equivalent is ideal
- More than 8 years of experience in roles related to calendar management, travel coordination, and scheduling across time zones (high-performance, fast-paced setting)
- Excellent customer service skills
- Proficient in MS Office Suite
- Native level Japanese; proficient in spoken and written English (TOEIC 860 or equivalent)

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 25 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.