

Michael Page

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【Executive Assistant】 role in Yokohama

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Job Information

Recruiter

[Michael Page](#)

Job ID

1560711

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Kanagawa Prefecture

Salary

4 million yen ~ 7 million yen

Refreshed

October 6th, 2025 16:15

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

This Executive Assistant role supports the Managing Director with day-to-day operations, strategic initiatives, and communication across the business. The position offers a unique opportunity to partner with senior leadership and contribute to key organizational goals.

Client Details

A global leader in technology-driven solutions, with a strong presence in Japan. They offer an international and fast-paced environment where collaboration, innovation, and career growth are strongly encouraged.

Description

- Manage complex calendars, travel, and expense processes
- Prepare and maintain documents, presentations, and reports
- Support strategic projects and track business initiatives
- Drive communication strategies and manage internal/external messaging
- Coordinate with leadership teams and external executive offices
- Deliver decision support through research, analysis, and presentations

Job Offer

- Primarily office-based, with occasional opportunities to work from home depending on business needs
- Daily opportunities to use and enhance English communication skills
- Exposure to a dynamic, international work environment and multicultural team
- Close collaboration with senior leadership, providing valuable insight into strategic decision-making

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

Required Skills

- Proven experience supporting senior executives in dynamic environments is advantageous
 - Strong organizational skills with ability to multi-task and prioritize
 - Proficient in Microsoft Office and expense/travel systems
 - Skilled in communication planning and drafting professional materials
 - Strong business acumen and project management experience
 - High level of judgement, initiative, and attention to detail
 - Native-level Japanese and business-level English
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Company Description

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

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