

【英語を活かす】役員秘書/ Executive Assistant

グローバル機械メーカーにて、役員秘書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

グローバル機械メーカー

Job ID

1563275

Industry

Machinery

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Work Hours

お問い合わせください

Holidays

完全週休2日制, 土日祝日休み, 有給休暇

Refreshed

November 11th, 2025 00:00

General Requirements

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A global machinery manufacturer is seeking an experienced Executive Assistant. The selected candidate will manage communication, coordination, and administrative functions while contributing to strategic initiatives.

This global company is a leading producer of highly specialised equipment and among the longest running operations in the business. Their products provide important solutions for a wide variety of sectors, and the company's tens of thousands of employees promise to continue innovating towards an even brighter future.

Keywords:

インダストリアル, メーカー, 製造業, 機械, エンジニア, 求人, 外資系

Job Ref: 2N4R7T

Responsibilities:

- Act as a trusted liaison between the Head of Business Unit and internal teams
- Facilitate clear communication in Japanese and English, including translations of written and verbal materials
- Prepare presentations, reports, and proposals to support business objectives
- Coordinate meetings, workshops, and events, handling logistics, agendas, and follow-ups
- Manage schedules, travel arrangements, and expense reporting for the Head of Business Unit and visitors
- Support customer communication and provide on-site assistance for overseas guests

Requirements:

- Experience as an Executive Assistant, administrative coordinator, or similar role supporting senior leaders
- Prior translation and interpretation in business settings
- Proven experience in a multinational and/or technical environment is ideal
- Background in calendar management, travel planning, expense processing, and meeting logistics/minutes
- Prior background in supporting after-sales/service operations is a plus
- Proficient in MS Office Suite
- Bilingual level Japanese and English

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 20 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.