



## 外資系金融 秘書業務 グループセクレタリー<港区>

米国系大手金融の日本法人：英語・日本語必須 グローバルな環境

### Job Information

**Hiring Company**

Drake Business Services Japan K.K.

**Subsidiary**

米国系大手金融の日本法人

**Job ID**

1569294

**Industry**

Asset Management

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

January 21st, 2026 09:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**Position Overview**

The Assistant supports the senior business leaders and their teams in Japan office. This role should be a supportive force who empowers our business leadership. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention to details. Given the dynamic nature of the executive landscape, we rely on assistants to be flexible and consistent while maintaining the confidentiality of high-level systems and operations.

**Primary Responsibilities**

- Arrange complex travel plans and compose detailed itineraries, obtain necessary travel documents and visa coordination.
- Schedule and organize meetings, conferences and off-sites including all related logistics.
- Prepare and edit relevant materials for the executive/s, including Word Documents, and Excel Spreadsheets
- Allocate and process expenses for business executive/s, including American Express and Out of Pocket expenses using the Concur expense management system.
- Handle recruitment coordination and logistics for new employees on the team, where required.
- Compose strategic communications on behalf of the executive/s such as letters, memos, invitations, agendas and correspondence related to all projects and on behalf of executives. Edit for accuracy and clarity of final copy; proofread for spelling, grammar, format for consistency and make the appropriate changes.
- Manage work priorities independently and respond to business outside of normal business hours as needed.
- Perform other related general administrative tasks for business executive/s as assigned and required.
- Use FedEx, and other services to send and track priority mail.
- Coordinate closely with team and other assistants to provide phone coverage and back-up assistance.
- Provide back-up assistance to Workplace Solutions if needed e.g. Reception, collection of mail, support food services.
- Allocation and coding of invoices using PeopleSoft system as needed.
- Facilitate vendor onboarding process.
- Active participation in and support of initiatives such as community and social events

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**Required Skills****Qualification and Experience (Academic, Professional, Relevant Job Knowledge)**

- Bachelor's Degree or five or more years of prior experience in supporting senior business leaders and teams.
- Ability to thrive in a fast-paced and rigorous work environment; demonstrated ability to prioritize competing demands and meet deadlines.
- Strong initiative and ownership of responsibilities – must demonstrate a proactive, positive attitude towards given tasks, plan ahead for potential issues and take appropriate action.
- Exemplary interpersonal skills necessary to handle sensitive and confidential situations. Role continually requires demonstrated poise, tact and diplomacy.
- Strong written and verbal communication skills, bilingual in both Japanese and English. Strong attention to detail when composing and proofing materials required.
- Team-oriented and collaborative attitude is a must.
- Extensive knowledge of Microsoft Outlook and proficient in Excel, Word and PowerPoint
- Working knowledge of office administrative procedures and operating standard office equipment

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**Company Description**