



Executive Assistant - CEO Exclusive job

India's Leading IT Services Company

Job Information

Recruiter

[Hire Pundit Japan Corporation](#)

Hiring Company

Leading India- IT Consulting Company

Job ID

1579871

Division

CEO office

Industry

IT Consulting

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Yokohama-shi Minami-ku

Salary

6 million yen ~ 7.5 million yen

Refreshed

April 21st, 2026 18:00

General Requirements

Minimum Experience Level

Over 6 years

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

Key Responsibilities

1. Executive Support

- Manage CEO's calendar, travel arrangements (domestic & international), and meeting coordination.
- Prepare agendas, briefing notes, presentation materials, and follow-up documentation.
- Screen and prioritize incoming communication (email, calls, correspondence).
- Handle confidential information with absolute discretion.

2. Stakeholder & Communication Management

- Act as a liaison between the CEO and internal/external stakeholders (Japan leadership team, global HQ, clients).
- Draft professional correspondence in Japanese and English.
- Support executive-level client meetings and board discussions when required.

3. Business & Operational Coordination

- Track key action items and strategic initiatives.
- Support reporting, dashboard consolidation, and executive summaries.
- Coordinate leadership meetings, town halls, and business reviews.

4. Administrative & Governance Support

- Expense management and approval coordination.
- Contract/document management support.
- Assist in organizing executive visits and high-level delegations.

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Required Skills

Required Qualifications

- 5–10 years of experience as Executive Assistant / Personal Assistant to senior leadership (CEO, Country Head, or equivalent).
- Experience in multinational or IT/consulting environments preferred.
- Business-level fluency in Japanese and English (spoken and written).
- Strong proficiency in Microsoft Office (PowerPoint, Excel, Outlook).
- Exceptional organizational and multitasking skills.
- High level of confidentiality, maturity, and professionalism.

Preferred Profile

- Experience supporting a foreign executive in Japan.
- Exposure to cross-border corporate environments.
- Strong interpersonal presence and stakeholder management capability.
- Ability to anticipate executive needs and act independently.

Company Description