



Bilingual Personal Assistant (Japanese / English)

Join our creative industry family!

Job Information

Hiring Company

Wild Tame Co., Ltd

Job ID

1581998

Industry

Advertising, PR

Company Type

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

Non-Japanese Ratio

(Almost) All Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Salary

4 million yen ~ 6 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

8

Holidays

All Japanese national holidays + 10 days in first year

Refreshed

March 18th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

Job Description

We are a creative agency working with a wide variety of clients — from global brands to startups — across projects spanning film, events, digital content, and beyond. Our team brings together 12 nationalities, making for a genuinely international and collaborative working environment.

We are currently looking for a bilingual Personal Assistant (Japanese and English) to support two members of the leadership team based in Tokyo.

This role is highly varied and involves supporting a wide range of day-to-day operational and administrative activities. Tasks may include scheduling meetings, reviewing emails and meeting notes to summarize key action points, drafting or replying to correspondence in Japanese and English, and coordinating logistics for meetings or projects. Given the diversity of our client work, no two weeks look the same — you might be helping coordinate a shoot one day and supporting a brand partnership the next.

The Personal Assistant will also occasionally support sensitive and confidential matters, such as reviewing contracts or assisting with important documentation. As such, strong organizational skills, attention to detail, and discretion are essential.

This is an ideal position for someone who enjoys being at the center of operations, helping things run smoothly behind the scenes while working in a bilingual, multicultural professional environment.

The charm of this job

One of the most rewarding aspects of this role is the variety and level of trust involved in the work. No two days are exactly the same, and you will play an important role in helping senior professionals manage their time, communication, and priorities effectively.

Working within a creative agency means you'll be exposed to a broad range of industries, projects, and creative processes. The role also offers the opportunity to work closely with decision-makers, gaining insight into how projects, partnerships, and business operations are managed at a senior level — all within a team where a dozen different cultural perspectives come together daily.

For candidates who enjoy organization, communication, and problem-solving, this role provides a unique chance to become a trusted partner in day-to-day operations while working in an international and bilingual setting.

Required Skills

- Native-level Japanese with strong professional English ability
- Excellent organizational and time-management skills
- Strong written communication skills in both Japanese and English
- Ability to manage multiple priorities and handle varied tasks
- High level of discretion when handling confidential information
- Proactive, reliable, and detail-oriented working style

Work Location

102-0071
Chiyoda, Japan
Iidabashi/Kudanshita/Suidobashi

Salary

Negotiable based on experience
Detail: To discuss.
Salary Bonuses : Bonus paid on top of indicated Salary
Salary Commission : Undisclosed

Work Hours

Flextime. 8 Hours per day / 40 hours per week.
Core hours: 11am to 3pm.

Holidays

Japanese national holidays.
See example contract for info on additional paid holidays.

Company Description