



## Executive Assistant \_エグゼクティブアシスタント

Global well known luxury brand

### Job Information

**Recruiter**

[PEAK Recruitment Japan K.K.](#)

**Hiring Company**

A well known European fashion company with a strong brand image

**Job ID**

1583712

**Industry**

Apparel, Fashion

**Company Type**

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

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Salary**

6 million yen ~ 7 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

March 23rd, 2026 15:06

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

Seeking a highly organized, proactive professional to provide strategic, hands-on support to the General Manager within a global luxury retail environment. This is not a traditional administrative role, but a business-facing position requiring strong coordination, communication, and execution skills across multiple functions.

**Key Responsibilities:**

- Act as a trusted partner to the GM, supporting day-to-day business priorities and strategic initiatives
  - Drive cross-functional coordination across departments and senior stakeholders
  - Prepare high-quality presentations, reports, and business documentation (strong PowerPoint skills essential)
  - Manage multiple projects simultaneously, ensuring timelines and deliverables are met
  - Facilitate communication and alignment across different levels of the organization
  - Anticipate needs, solve problems proactively, and operate with a high level of ownership
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**Required Skills**

- Strong communication skills with the ability to influence and liaise across diverse teams
  - Fluent in both English and Japanese (Korean is a plus)
  - Advanced PowerPoint and presentation/documentation skills
  - Prior experience supporting senior executives or in a business coordination/Chief of Staff-type role preferred
  - Background in luxury retail is a plus; candidates from consulting, cosmetics, automotive, or top-tier FMCG multinational companies are also welcome
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**Company Description**