



COO Assistant - American Financial Group

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Job Information

Temp Agency

Randstad K.K., Professionals

Hiring Company

world's leading financial institutions

Job ID

1591228

Industry

Securities

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 7th, 2026 10:31

General Requirements

Minimum Experience Level

Over 3 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

- Supporting the COO regardless of the location.
- Scheduling calls and meetings and accurate calendaring
- Coordinating often complex travel arrangements according to company policies using SAP/Concur, including obtaining appropriate visas and approvals

- Assuring timely delivery of presentations (if required) ahead of meetings and marketing trips
 - Creating and submitting Travel & Expense reports using Concur
 - Support with Event planning, booking, scheduling, registering of guests
 - Work closely with Assistants in the Research team to maintaining Analyst/Clients' contact and distribution lists
 - Providing general office support, including juggling multiple phone lines, file maintenance, filling in for other Assistants as needed, and other tasks as assigned
 - Facilitating interaction with support functions, such as facilities management and IT helpdesk, as needed by the office
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Required Skills

- Experience with Microsoft Word and Outlook is essential
 - SAP/Concur, Excel, and PowerPoint experience is preferred
 - Excellent verbal and written communication skills for interacting with clients and team members, preferably in native level Japanese and minimum business-level English
 - Strong organization skills and ability to maintain confidentiality, given the sensitive nature of our business
 - Administrative experience supporting multiple Japanese Equity sales personnel in Asia
 - Ability to multi-task and anticipate team needs
 - Bachelor's degree
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Company Description