

Michael Page

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【急成長中AI企業／ハイブリッド勤務可】社長秘書

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Job Information

Recruiter

Michael Page

Job ID

1592580

Industry

Internet, Web Services

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

7 million yen ~ 9 million yen

Refreshed

May 15th, 2026 14:58

General Requirements

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

The Executive Assistant will provide comprehensive support to senior leadership, including calendar management, travel coordination, meeting arrangements, and communication with both internal and external stakeholders. This position is ideal for someone who thrives in a dynamic environment and enjoys taking ownership in a highly visible support role.

企業情報

A rapidly growing global technology company driving innovation across multiple industries through advanced digital solutions. The company offers a highly international, collaborative, and fast-paced environment with a strong focus on innovation, flexibility, and long-term growth.

職務内容

- Manage complex executive calendars and scheduling
- Coordinate domestic and international business travel arrangements
- Organize meetings, events, and business dinners
- Communicate with internal and external stakeholders on behalf of executives
- Prepare presentations, reports, and expense management
- Support coordination with overseas teams and global offices

- Provide general administrative and office support when needed

条件・待遇

- Work closely with senior leadership and gain high business visibility
- Flat and collaborative company culture with strong team support
- Opportunity to take ownership and contribute beyond traditional EA responsibilities
- Dynamic environment with strong growth potential

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

Required Skills

- Proven experience as an Executive Assistant, Secretary, or Administrative professional
 - Proficiency in Japanese and English communication skills
 - Strong organizational and multitasking abilities
 - Excellent communication and stakeholder management skills
 - Ability to work effectively in a fast-paced and changing environment
 - Proactive, flexible, and detail-oriented mindset
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Company Description

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