

【英語を活かす】エグゼクティブアシスタント / Executive Assistant

エグゼクティブアシスタントの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

Government of Western Australia

Job ID

1593183

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

May 25th, 2026 11:01

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Invest and Trade Western Australia is seeking an organised and proactive Executive Assistant to provide administrative support to the Investment and Trade Commissioner, Northeast Asia.

Invest and Trade Western Australia, part of the Department of Energy and Economic Diversification, supports Western Australian businesses expand into international markets and assists overseas investors to access opportunities in Western Australia.

The Invest and Trade Japan team plays an important role in building relationships, supporting trade and investment activities, and representing the Western Australia government in the Japan market.

Job Ref: CMM049

For applications and more information:

Visit [Government of Western Australia](#)

The successful candidate will work closely with the Commissioner to manage their schedule, coordinate priorities and follow up on actions as required.

In addition to the core administrative responsibilities, the role offers the opportunity to contribute to project, research, and coordination work, including supporting visits by Western Australian business delegations and stakeholders to Japan.

Responsibilities:

- Manage diary (schedule management)
- Coordinate meetings and travel arrangements
- Prepare correspondence and briefing materials
- Support smooth operation of the office

Requirements:

- Strong organisational skills, attention to detail and the ability to work effectively with others in a cross-cultural environment

This position is based in Japan and does not attract a relocation package. To be considered candidates currently reside in Japan and have valid working rights.

As a locally engaged staff member, your employment will be governed by conditions of service that comply with Japanese labour laws.

This position is subject to a Japanese police clearance certificate which will be conducted at offer stage for the successful applicant.

Company Description

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.