



【Executive Assistant】 Chief of Staff to CMO

up to 9M / Global Business Growth

Job Information

Recruiter

[Hire Pundit Japan Corporation](#)

Job ID

1593410

Industry

IT Consulting

Company Type

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

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 9 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

About the Role

We are seeking a highly capable and globally minded Executive Assistant / Chief of Staff to support our Chief Marketing Officer based in Tokyo. This is not a traditional assistant role. The position sits at the center of communication, coordination, and operational execution between Japan and global stakeholders.

The successful candidate will act as a trusted business partner to the CMO, helping manage strategic priorities, cross-border communication, executive operations, and stakeholder engagement across multiple regions and time zones.

This role requires exceptional bilingual communication skills in both Japanese and English, strong business maturity, high attention to detail, and the ability to operate in a fast-paced international environment with professionalism and discretion.

Required Skills

Experience

- 3–8 years of experience supporting senior executives, leadership teams, or global business operations
- Experience in multinational, bilingual, or international business environments preferred
- Prior experience in Executive Assistant, Chief of Staff, Business Operations, Project Coordination, or similar roles preferred

Core Competencies

- Exceptional organizational and time management skills
- Strong multitasking and prioritization capability
- High level of professionalism, discretion, and confidentiality
- Excellent interpersonal and cross-cultural communication skills
- Ability to operate independently and proactively in a fast-paced environment
- Strong attention to detail and execution discipline

Technical Skills

- Proficiency in Microsoft Office 365, Google Workspace, and collaboration tools
 - Comfortable preparing presentations, reports, and executive documentation
 - Experience using scheduling, communication, and productivity platforms
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Company Description