

Executive Assistant

外資系コンサルティング会社での募集です。 秘書のご経験のある方は歓迎です。

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
外資系コンサルティング会社

Job ID
1594071

Industry
Audit, Tax Accounting

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6.5 million yen ~ 7.5 million yen

Work Hours
09:00 ~ 18:00

Holidays
詳細は求人ご紹介時にご案内いたします。

Refreshed
October 30th, 2026 17:00

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2356737】
POSITION SUMMARY:
Provide comprehensive administrative secretarial and organizational support to Partners Associate Partners and Senior Managers including written and verbal correspondence meeting and diary management coordination and arrangement of travel schedules regular expense reporting and other related duties as required. Working with other Executive and Manager Assistants in a “partnering”（team） environment to provide the best possible support

and coverage for executive staff is also expected.
RESPONSIBILITIES DUTIES:
・ Build and maintain good relationships with clients and colleagues of all levels both internally and externally
o Provide high quality service to clients or potential clients through effective zero defect and customer friendly interaction
o Handle confidential and highly sensitive information on a regular basis in accordance with our professional standards
o Prioritize and edit all incoming/outgoing communication and act as the interface between members and the clients/potential clients
・ Understand the communication needs of clients and alert where further action is required（urgency content etc.）
・ Act as a representative of Partners Associate Partners and Senior Managers based on a thorough understanding of the context and significance of both the overall and specific client relationships
・ Direct clients（or internal staff）to the most appropriate contacts at the appropriate time with strong sensitivity to confidentiality and the complexity of each situation
・ Effectively handle all kinds of communication channels（phone calls e mail fax document）
o Maintain and review Partners' contact lists in the Cortex database; ensure that contacts are properly resolved and classified. Coordinate Partners' electronic and print mailings as well as event related activities
・ Provide comprehensive administrative secretarial and organizational support to Partners Associate Partners Senior Managers and their office guests enabling them to perform their professional activities most effectively
o Successfully manage the complex and ever evolving diary
・ Coordinate calendars and schedule meetings; resolve scheduling conflicts as they arise and prioritize issues to meet the time management needs of Partners Associate Partners and Senior Managers
・ Proactively anticipate schedule changes and make adjustments as needed
・ Provide regular updates to Partners Associate Partners and Senior Managers on diary appointments and remind them of key schedules and action items as appropriate
・ Schedule meetings or other engagements ensuring that Partners' Associate Partners' and Senior Managers' time is leveraged most effectively
o Coordinate travel itineraries
・ Coordinate all travel arrangements including air hotel ground transportation and meal reservations based on each Partner's Associate Partner's and Senior Manager's business needs and personal preferences
・ Administer the timely procurement of visas and other travel documentation as required
・ Arrange the most effective combination of transportation and accommodation throughout the business trip
・ Perform other related duties as requested or as responsibilities dictate including regular expense report preparation maintaining up to date paper and electronic files and assisting case team members at the request of Partners Associate Partners or Senior Managers.
・ Support Partners Associate Partners and Senior Managers with all documentation preparation
・ Partner with other Executive and Manager Assistants to provide general team support particularly during periods of personal leave
・ Support marketing recruiting and other departmental activities as required

Required Skills

QUALIFICATIONS:
・ Bachelor's degree or an equivalent combination of education training and experience
・ A minimum of five to seven years of experience providing direct administrative support to executive level professionals
・ Comprehensive knowledge of computer software applications such as Microsoft Word Excel PowerPoint and Microsoft Exchange
・ Outstanding communication skills both verbal and written in English and Japanese
・ Strong organizational and prioritization skills
・ Detail oriented
・ Strong sense of confidentiality
・ Excellent interpersonal skills with the ability to understand individual preferences priorities and work styles
・ Flexible attitude and a strong team oriented mindset with a friendly and polite approach and a "can do" mentality
・ Strong customer service mindset
・ Able to work independently and be proactive
・ Enthusiastic dedicated and committed to meeting deadlines
・ An interest in the substance and commercial impact of work
・ Professional appearance and demeanor

Company Description

ご紹介時にご案内いたします