

## 【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**

1595521

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

June 9th, 2026 10:29

### 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.**

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**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.