

Michael Page

www.michaelpage.co.jp

【英語を活かす】役員付きアシスタントポジション**【英語を活かす】役員付きアシスタントポジション**

Job Information

Recruiter

Michael Page

Job ID

1595612

Industry

Electric Power, Gas, Water

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 6.5 million yen

Refreshed

June 9th, 2026 14:14

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

We are looking for a highly organized and proactive Executive Assistant to support senior leadership within a global, fast-paced organization. This role is ideal for someone who enjoys working in an international environment and can confidently manage multiple priorities with accuracy, discretion, and efficiency.

企業情報

A global energy solutions company operating across multiple regions, providing power, heating, and cooling solutions to support a wide range of industries including infrastructure, construction, and events.

職務内容

- Manage complex calendars and coordinate meetings across multiple time zones
- Arrange domestic and international travel itineraries
- Prepare and edit presentations, reports, and internal communications
- Support meeting coordination, including agendas, minutes, and follow-ups
- Liaise with internal and external stakeholders on behalf of executives
- Handle confidential information with a high level of discretion
- Support ad-hoc projects and general administrative tasks

- Manage expense reporting and basic administrative tracking

条件・待遇

- Career growth opportunities
- Competitive compensation package

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

Required Skills

- Proven experience in an Executive Assistant or senior administrative support role
 - Strong organizational and time-management skills
 - Business-level proficiency in both Japanese and English
 - Ability to work independently in a fast-paced environment
 - Strong attention to detail and problem-solving mindset
 - Proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word)
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Company Description

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