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【外資系コンサル】EA to Partner

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Job Information

Recruiter[Michael Page](#)**Job ID**

1595647

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

June 9th, 2026 17:41

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

We are seeking a highly organized, proactive, and detail-oriented Executive Assistant to provide dedicated support to a Partner within the Tokyo office.

This opportunity is ideal for someone who thrives in a fast-paced, professional services environment and enjoys working at the intersection of executive support, stakeholder management, and business operations.

企業情報

We are a globally recognized recruitment firm, partnering with leading organizations across industries to help identify, assess, and develop senior leadership talent.

職務内容

- Manage complex calendars, scheduling, and meeting coordination across multiple time zones
- Coordinate domestic and international travel arrangements, including itineraries and logistics
- Prepare meeting materials, presentations, reports, and correspondence
- Assist with project tracking, reporting, and documentation management

- Collaborate with consultants and support teams to ensure smooth project execution
- Maintain accurate records and data within internal systems

条件・待遇

This is an excellent opportunity for an experienced Executive Assistant looking to elevate their career within a global, relationship-driven, and intellectually engaging organization.

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

Required Skills

- Proven experience as an Executive Assistant, Personal Assistant, Team Assistant, or similar support role
 - Excellent organizational and time management skills
 - Strong attention to detail and ability to manage multiple priorities simultaneously
 - Professional communication skills and stakeholder management experience
 - Advanced proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word)
 - Business proficiency in Japanese and English
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Company Description

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