Executive Secretary | 役員秘書

Global company | Permanent role

Job Information

Recruiter
Hi-Tech Japan K.K.

Hiring Company
Leading Technology Company with High Growth

Job ID
1595653

Industry
Software

Company Type
Large Company (more than 300 employees)

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4.5 million yen ~ 5.5 million yen

Refreshed
November 10th, 2026 03:00

General Requirements

Minimum Experience Level
Over 1 year

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

- Coordinate internal and external meetings and manage schedules
- Business trip arrangements (airfare, hotel, appointment coordination)
- Dinner arrangements and gift purchases
- Business card ordering, management, and equipment ordering
- Meeting room setup, reservation of external rental meeting rooms, lunch arrangement during meetings
- Writing thank-you letters and arranging condolences
- Expense Reimbursement
- Follow-up and reminders for approval of internal approvals
- Other daily necessities shopping, etc.

- 社内外の会議調整、スケジュール管理
- 出張手配 (航空券、ホテル、アポイント調整)
- 会食手配、手土産購入
- 名刺発注、管理、備品発注
- 会議室セッティング、外部貸し会議室予約、会議時のお弁当手配
- お礼状作成、慶弔手配
- 経費精算
- 社内稟議の承認等フォロー、リマインド
- その他日用品買い出し等 など

Required Skills

Essentiall Skills

- At least 1 year of secretary experience

Welcome Skills

- Practical experience using IT tools (such as Google Workspace, Slack, etc.)
- Experience working in a fast-paced environment or confidence in flexible responses
- Experience in VIP services or services for high-net-worth clients
- Holders of Secretary Certification
- Experience using English in business settings

必須スキル

- 秘書経験1年以上

歓迎スキル

- ITツール (Google Workspace、Slack等) の実務利用経験
- スピード感のある環境での実務経験、または柔軟な対応に自信がある方
- VIP対応、または富裕層向けサービス業の経験
- 秘書検定の保有者
- ビジネスシーンでの英語使用経験

Company Description