



## 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**

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### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**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
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## Required Skills

### Essential 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
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## Company Description