



## Executive Assistant

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1595801

**Industry**

Other (Trade)

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Kanagawa Prefecture

**Salary**

4 million yen ~ 8 million yen

**Refreshed**

June 11th, 2026 11:31

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

### Job Description

#### Executive Support & Schedule Management

Manage executive calendars and coordinate meetings with internal and external stakeholders.

Arrange domestic and international business travel, including itineraries and logistics.

Handle scheduling conflicts and prioritize appointments effectively.

#### Meeting Coordination

Organize meeting logistics, including room reservations and virtual meeting setup.

Prepare, collect, and distribute meeting materials.

Assist with agenda preparation and record meeting minutes.

Track and follow up on action items.

#### Communication & Stakeholder Management

Serve as a primary point of contact for internal and external communications.

Manage email correspondence, phone inquiries, and visitor interactions.

Coordinate effectively with departments, managers, and external partners.

Draft responses and summarize key information as required.

#### Documentation & Administrative Support

Prepare, edit, proofread, and maintain business documents and presentations.

Manage contracts, application forms, and other administrative records.

Support expense reimbursement, payment processing, and general office administration.

#### Additional Opportunities

Depending on experience and interests, opportunities may be available to support sales operations, data management, and project-related activities

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### Required Skills

Experience as an Executive Assistant, Secretary, or Administrative Assistant supporting managers or executives.

Experience coordinating across multiple departments and stakeholders.

#### Skills

Strong organizational and time-management skills with the ability to handle multiple priorities.

Excellent communication and interpersonal skills.

Ability to assess priorities and respond effectively to changing circumstances.

Strong problem-solving abilities and attention to detail.

High level of discretion when handling confidential information.

#### Language Requirements

Japanese: Native or Fluent

English: Business-level written communication (email correspondence, meeting coordination, documentation)

#### Technical Skills

Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Teams, and Copilot

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### Company Description