【英語を活かす】エグゼクティブアシスタント/ Executive Assistant

外資系投資運用会社にて、エグゼクティブアシスタントの求人がございます

Job Information

Recruiter
Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company
外資系投資運用会社

Job ID
1597553

Industry
Investment Banking

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
8 million yen ~ 10 million yen

Refreshed
November 20th, 2026 04:00

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

A multinational investment management firm is seeking an Executive Assistant. The selected candidate will manage complex administrative activities, coordinate meetings and travel arrangements, support onboarding and offboarding processes, and ensure smooth day-to-day business operations.

A globally recognised investment management firm specialising in alternative investments and asset management. The organisation is known for its collaborative culture and commitment to delivering high-quality outcomes for clients.

Keywords:

エグゼクティブアシスタント, 秘書, アドミニストレーション, スケジュール管理, 求人, 外資系

Job Ref: UUB35G

Responsibilities:

- Provide comprehensive administrative support including complex calendar management, call handling, preparation of confidential and sensitive documents, travel coordination, and expense reimbursement processing
- Manage end-to-end meeting coordination including planning, preparation, logistics oversight, transportation arrangements, restaurant bookings, and visitor registration
- Prepare and set up conference rooms and coordinate food and beverage orders as needed
- Ensure conference rooms are cleaned and reset following meetings

- Oversee onboarding logistics including ordering business cards, arranging PC and corporate mobile phone setup, processing corporate card requests, and managing office access registration
- Support offboarding processes including retrieving and disabling corporate cards and office access, collecting and resetting PCs, and managing corporate mobile phones
- Provide phone coverage by answering, screening, and routing calls
- Manage courier services and support printing requests
- Provide backup support for office management responsibilities including office supply ordering and inventory management
- Assist with ad hoc requests such as client gifts and NDA execution
- Prioritise and balance multiple tasks to meet deadlines and deliver high-quality outcomes
- Anticipate, research, and address potential issues or emerging needs in a timely manner
- Build effective relationships and trust across diverse teams through active communication and collaboration

Requirements:

- 8-10 years of experience in administrative support
- Advanced proficiency with MS Office Suite
- Demonstrated integrity, discretion, and ability to handle confidential information
- Flexibility to troubleshoot and support matters outside of standard business hours when necessary
- Professional level Japanese and English

Preferred requirements:

- Experience in financial services

Company Description

For over 25 years, in Japan, we have been a driving force in the Japanese bilingual recruitment market, providing high-quality candidates for our clients and access to the best jobs. We always put the interests of our clients and candidates first and run on a non-commission model that promotes a working culture where teamwork is incentivised. We strive to find the best fit for both employer and job seeker and don't push people into unsuitable roles.