



## Executive Assistant

### Job Information

**Recruiter**

[JAC International Co., Ltd.](#)

**Hiring Company**

外資系プライベートエクイティ投資会社

**Job ID**

1614108

**Industry**

Private Equity Fund, Venture Capital

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Salary**

7 million yen ~ 11 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

September 18th, 2026 21:14

### General Requirements

**Minimum Experience Level**

Over 6 years

**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

- 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, and arrangements such as transportation, restaurant bookings, and visitor registration.
- Prepare and set up conference rooms, coordinate food and beverage orders as needed, and ensure rooms are cleaned and reset following meetings.

- Oversee onboarding logistics for new joiners, including ordering business cards, arranging PC and corporate mobile phone setup, processing corporate card requests, and managing office access registration.
  - Support offboarding processes by 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 as appropriate.
  - Manage courier services (e.g., DHL, FedEx) and support printing requests.
  - Provide backup support for office management responsibilities as delegated by the Office Manager, including office supply ordering and inventory management.
  - Assist with ad hoc requests such as client gifts and NDA execution.
  - Prioritize and balance multiple tasks, adjusting as needed to meet deadlines and deliver high-quality outcomes.
  - Anticipate, research, and address potential issues or emerging needs in a timely manner.
  - Actively listen, respond, and adapt to the needs of others, building effective relationships and trust across diverse teams.
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## Required Skills

- Minimum 8 years of relevant administrative experience; experience in financial services preferred.
  - Advanced proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, etc.).
  - Strong verbal and written communication skills that are clear, concise, and accurate.
  - Demonstrated integrity, discretion, and ability to handle confidential information.
  - Exceptional attention to detail with the ability to multitask and operate effectively in a fast-paced environment while maintaining urgency, accuracy, and professionalism.
  - Flexibility to troubleshoot and support matters outside of standard business hours when necessary.
  - Outstanding organizational and time-management skills, with the ability to set priorities, manage multiple stakeholders, and navigate frequent changes.
  - Ability to balance teamwork with independent initiative and sound judgment to solve practical problems and deliver results.
  - Willingness to seek learning opportunities and take on new responsibilities as needed.
  - A collaborative team player with a positive attitude, strong work ethic, and the ability to work independently.
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## Company Description