

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
November 13th, 2026 20:00

General Requirements

Minimum Experience Level
Over 6 years

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

• 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.

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.

Company Description