

PR/118790 | (Japanese Speaking) Executive Assistant

Job Information

Recruiter
JAC Recruitment UK

Job ID
1616785

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
United Kingdom

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 09:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company: Japanese Financial Institution

Position: (Japanese Speaking) Executive Assistant

Location: London

Salary: Depending on experience

Position Overview

A global financial institution is seeking an experienced Executive Assistant to support senior leadership members and their teams. This role is responsible for ensuring smooth day-to-day operations through complex calendar management, travel coordination, administrative support, stakeholder liaison, and project assistance.

The successful candidate will act as a trusted partner to senior executives while collaborating closely with colleagues across

the wider organization. Strong organizational skills, discretion, adaptability, and cross-cultural communication abilities are essential for success in this role.

Key Responsibilities

- Manage complex calendars and meeting arrangements for senior executives
- Coordinate domestic and international business travel
- Process and monitor expense claims in accordance with company policies
- Handle internal and external communications and business correspondence
- Support office administration and liaise with internal support functions
- Assist with projects, training initiatives, and process improvement activities
- Coordinate meetings, conferences, and corporate events
- Provide onboarding support and general administrative assistance for team members
- Collaborate with other Executive Assistants to provide cross-team support and coverage as required

Required Qualifications

- Proven experience supporting senior executives as an Executive Assistant
- Business-level fluency in both Japanese and English
- Strong stakeholder management and relationship-building skills
- Excellent organizational and multitasking abilities
- Strong written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to work proactively, anticipate needs, and solve problems independently
- High level of professionalism, integrity, and discretion when handling confidential information
- Flexible and adaptable approach in a fast-paced environment

Preferred Qualifications

- Experience within banking, financial services, or a regulated corporate environment
- Experience supporting senior executives in an international organization
- Experience working in multicultural environments

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK #LI-JACUKPRM
Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.co.uk/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.co.uk/terms-of-use

Company Description