

エグゼクティブアシスタント（CIO付き / 資産運用会社・英語活用）

> グローバルに展開する大手アセットマネジメント会社にて、 エグゼクティブアシスタ...

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
グローバルに展開する大手アセットマネジメント会社

Job ID
1620363

Industry
Asset Management

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 10 million yen

Work Hours
09:00 ~ 17:30

Holidays
詳細は求人ご紹介時にご案内いたします。

Refreshed
October 29th, 2026 18:25

General Requirements

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2363938】
Purpose Statement
●The ideal candidate will provide high level administrative support to senior executives specifically Senmu/Jomu
●This individual must be highly organized and capable of scheduling meetings and responding to emails in both English and Japanese. The role also requires providing meeting preparation support for the CIO as needed.

Key Responsibilities
●Manage the CIO's calendar including scheduling internal and external meetings travels appointments ensuring the CIO is well informed of upcoming events and deadlines.
●Prepare the CIO for meetings by providing background information briefing notes and relevant documentation.

●Proactively identify and resolve scheduling conflicts to ensure CIO’s time is used efficiently.
●Arrange detailed travel plans and itineraries and compile documents for travel related meetings.
●Communicate with internal and external stakeholders to schedule meetings and events in both English and Japanese.
●Prepare and submit expense reports for the CIO.
●Maintain strict confidentiality and discretion in all matters related to the CIO and the company.
●Handle miscellaneous PA duties including errands gift purchases.
●Provide coverage for other EAs during absences due to vacation or illness.

Required Skills

Knowledge and Skills
●General knowledge of the financial industry
●Strong command of English and Japanese
●Excellent communication skills
●Ability to manage multiple tasks simultaneously
●Knowledge of Japanese business protocol and etiquette
●Proficiency in PC applications（Outlook Word Excel PowerPoint）

Experience and Qualification
●Minimum of 5 years’ experience in the financial industry
●TOEIC score of 850 or higher（Required）

Personal Characteristics
●Team oriented
●Proactive
●Flexible
●Friendly
●Self confident
●Good listener
●Strong desire to learn

Company Description

ご紹介時にご案内いたします