

エグゼクティブアシスタント

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
1621411

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
7 million yen ~ Negotiable, based on experience

Refreshed
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General Requirements

Minimum Experience Level
Over 3 years

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

Provide comprehensive administrative support, including complex calendar management, call handling, preparation of 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.

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

Required Skills

Requirements
Minimum 8?10 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 sensitive 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

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国（また2011 年には香港・韓国にも拠点を新設予定）でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

JAC International Co., Ltd. is a wholly owned subsidiary of JAC Recruitment. Co., Ltd.