SPECIALIZED GROUP Understanding People

Executive Assistant / エグゼクティブアシスタント

年収最大900万円・東京勤務

Job Information

Recruiter
Specialized Group

Job ID
1621573

Industry
Other

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 6th, 2026 15:14

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

Executvie Assistant 9 million Tokyo Ryutsu Center/ Hibiya

Overview

Our client is seeking an Executive Assistant supporting the Japan GM and leadership team in a newly created role. This position offers the opportunity to directly influence executive support processes, coordinate leadership meetings, and engage with global executives, gaining broad business operations exposure. The role includes up to 9 million annual fixed pay with commuting allowance, pension and insurance benefits, and potential for partial remote work depending on the GM's schedule.

Key Responsibilities:

- Manage GM's calendar, travel, and expense arrangements
- Coordinate leadership meetings and prepare agendas and minutes
- Support communication and bilingual materials between Japan and US HQ

- Arrange visits for global executives including logistics and hospitality
- Plan leadership offsites, company events, and industry gatherings
- Handle confidential executive and personnel information discreetly
- Improve meeting, visitor, and approval processes for efficiency
- Support special projects to enhance business operations
- Manage competing priorities across multiple time zones effectively
- Exercise strong judgment in decision-making and confidentiality

Requirements:

- 4+ years executive assistance or relevant business support experience
- Native-level Japanese and business-level English proficiency
- Proficiency in Google Workspace and Microsoft Office
- Experience managing senior executives' calendars and travel arrangements
- Strong judgment and confidentiality handling executive information
- Experience coordinating leadership meetings and preparing materials
- Ability to manage competing priorities across multiple time zones
- Experience with bilingual document translation or interpretation
- Event and offsite planning experience
- Experience supporting foreign-affiliated or global companies is preferred but not mandatory
- Ability to improve and build business processes

Benefits:

- Annual fixed pay up to JPY 9,000,000 including overtime
- Potential for one work-from-home day per week
- Defined contribution pension plan
- Group life and long-term disability insurance

Company Description