



【年収450万円～550万円+インセンティブ】外資系金融機関でエグゼクティブアシスタント兼チームコーディネーター

外国人付きのご経験が活かされます。

## Job Information

### Recruiter

Software Engineering Co.,LTD

### Job ID

1076874

### Company Type

Small/Medium Company (300 employees or less) - International Company

### Non-Japanese Ratio

Majority Japanese

### Job Type

Contract

### Location

Tokyo - 23 Wards

### Salary

4.5 million yen ~ 5.5 million yen

### Salary Bonuses

Bonuses paid on top of indicated salary.

### Work Hours

9:00～17:00

### Holidays

土日祝祭日

### Refreshed

January 23rd, 2021 00:00

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Fluent

### Minimum Japanese Level

Native

### Minimum Education Level

Technical/Vocational College

### Visa Status

Permission to work in Japan required

## Job Description

Responsibilities:

The job holder will be responsible for the following activities:

- Bilingual PA support to the Secretary General and some administrative assistance to senior managers.
- Arranging and coordinating meetings with a wide range of groupings and individuals including senior management from member firms, and senior representatives from government, other businesses in Japan and international stakeholders.

- Designing, preparing and formatting documents for various activities and committees and ensuring they are distributed in a timely manner.
- Ensuring our contact databases are up to date and contain accurate information.
- Drafting text in English for various communications to be circulated on behalf of the Secretary General.
- Office support: shared responsibility for answering phones, dealing with queries, receiving visitors, and other administrative tasks.
- Event co-ordination support activities including welcoming guests, registration of members and liaising with venue staff.
- Occasional translation of short documents into English or Japanese.

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## Required Skills

### Qualifications and skills:

The post holder is likely to have the following profile:

- Good knowledge of one or more industries including financial services.
- Experience of supporting senior staff in a bilingual and international environment gained in Japan perhaps working for international businesses (including financial services), government, an NGO or equivalent.
- Strong organizational and relationship management and interpersonal skills.
- Native-level Japanese (including writing emails, handling telephone calls and communicating with senior stakeholders in business Japanese).
- Strong business-level English skills. (English is the working language of the office and the post holder will need to be confident and proficient in drafting text and writing emails and communicating face to face and by phone with colleagues and stakeholders).
- Familiarity with Microsoft Office.
- Experienced and comfortable working in a cross-cultural environment.
- Ability to take the initiative and show flexibility including a willingness to take on new challenges.
- Good but appropriate level of attention to detail.
- Team player.
- Good communicator.

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## Company Description

### 「バックオフィスと英語」

語学系の職種を中心に、エグゼクティブアシスタント、オフィスマネージャー、アドミニストレーター等が当社の強みです。

クライアント様は、主に外資系企業になりますが、日本の企業でも英語を必要とするグローバルカンパニーとお付き合いが多いです。

業界と致しましては、ありとあらゆる業界とお付き合いをしているのも当社の特徴です。

また、担当コンサルタントも業界20年以上の経験者のみで1人1人の候補者様とも深く関わっていくのも当社の特徴だと思っております。

他社様のような流れ作業、機械的なご紹介や強引なご紹介は、一切ございませんので、クライアント様や登録者様からのリピート率がとても高いのも特徴です。