



## 【外資系企業】 Executive Assistant to Japanese CEO

### Job Information

**Recruiter**

[RGF Professional Recruitment Japan](#)

**Job ID**

1221945

**Company Type**

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

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 6 million yen

**Refreshed**

January 20th, 2022 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

ファストペースの外資系企業にて、日本人社長付き個人秘書として以下のような業務を担っていただきます。各種アレンジメントやコレスポネンズにおいて日常的に英語を使用することが想定されますためビジネスレベルの英語のスピーキング・読み書きのスキルが求められます。

- Manage the daily schedule of CEO; coordinate domestic and international travel and process expense reports
- Anticipate CEO's needs and proactively assemble the appropriate people and resources to solve problems
- Provide support in the preparation for meetings
- Manage contacts for CEO, proactively understanding who they are, which have priority and keep track of communication needed for priority contacts
- Field incoming requests; exercise strong judgment and discretion with highly confidential information
- Lead, drive and execute on various team events, socials, offsite meetings, etc.
- Work cross-functionally to ensure communication is efficient and clear between teams
- Coordinate logistics for visitors

### Required Skills

- 3+ years Executive Assistant experience preferably supporting C-level Executives
- Proven ability to interact in a professional manner with customers, prospects, board members, and internal team
- Experience with web-based scheduling and collaboration tools
- Extensive experience with arrangement of complex schedules and logistics, at times, across multiple time zones
- Ability to work on multiple projects, lead priorities and accurately set expectations
- Time management skills and attention to detail

- Ability to quickly learn new tools and technologies; Interest and experience in using technology and the Internet to improve work efficiency
- Expectation of complete confidentiality on all business matters
- Ability to effectively communicate and collaborate with a diverse range of people and job functions
- Excellent verbal and written communication skills
- Ability to remain energetic and positive in a fast-paced and demanding environment
- Entrepreneurial spirit and desire for constant improvement
- Proficient working with Microsoft Office Suite, Office 365 is a plus

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## Company Description

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