



## Executive Assistant (with Business Trips)/エグゼクティブアシスタント

入社後1-2年間は香港勤務、その後は日本勤務となります。

### 募集職種

#### 人材紹介会社

アセント・グローバル・パートナーズ (AGP)

#### 求人ID

1467144

#### 業種

投資銀行

#### 雇用形態

正社員

#### 勤務地

香港

#### 給与

800万円 ~ 1000万円

#### 更新日

2024年05月20日 03:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

流暢

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒：学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

- Collaborate with the Head of Asia Pacific to coordinate and manage executive schedules, including meetings, appointments, and travel arrangements.
- Assist in scheduling and organizing interviews, conferences, and events.
- Handle administrative tasks such as drafting emails, preparing reports, and managing confidential documents.
- Coordinate international travel logistics, including booking flights, accommodations, and ground transportation.
- Serve as a liaison between the executive and internal/external stakeholders, ensuring effective communication and follow-up.
- Undertake ad-hoc projects and assignments as needed to support the executive team.

## スキル・資格

- Native Japanese speaker with fluent English proficiency.
- Proven experience as an executive assistant, preferably in the financial industry.
- Exceptional organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Detail-oriented with the ability to multitask and prioritize tasks effectively.
- Proficient in Microsoft Office Suite and other relevant software.
- Discretion and the ability to handle sensitive information confidentially.

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## 会社説明