

MichaelPage

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【Executive Assistant】WFH options 3 - 4 days**【Executive Assistant】WFH 3 - 4 days****募集職種****人材紹介会社**

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1538932

業種

その他（コンサルティング・士業）

雇用形態

正社員

勤務地

東京都 23区

給与

750万円 ~ 1000万円

更新日

2025年05月09日 19:09

応募必要条件**キャリアレベル**

中途経験者レベル

英語レベル

ビジネス会話レベル

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

Join a dynamic and values-led consultancy as the Executive Assistant to the Managing Director. This hybrid role combines executive support, team coordination, and project execution in a flexible and digital environment.

Client Details

A respected DE&I focused consultancy with regional influence across APAC and global partnerships. They operate with a deeply human-centric philosophy, embracing flexibility, autonomy, and digital agility. The team is mission-driven, collaborative, and passionate about creating lasting societal impact.

Description

- Manage and optimize the Managing Director's calendar and travel arrangements.
- Handle high-level email communications and liaise with senior stakeholders.
- Conduct lead generation and prepare client presentations and meeting materials.
- Coordinate logistics for client events and internal meetings.
- Manage general office operations including expenses, booking venues, and ordering supplies.

Job Offer

- Remote work options.
- High visibility role working directly with the Managing Director.
- Professional growth through hands-on involvement in client and sales operations.
- Engaging, values-driven culture that prioritizes equity, collaboration, and innovation.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

スキル・資格

- Proven experience as an Executive Assistant, ideally in a fast-paced, agile environment.
 - Excellent organisational skills and strong attention to detail.
 - Tech-savvy and experienced with CRM systems.
 - Professional in email communication and stakeholder engagement.
 - Strong research and lead generation abilities.
 - Adaptable, self-motivated, and thrives in a digital-first workplace.
 - Native level Japanese with Business level English.
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会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>