

**MichaelPage**

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**Team Assistant - Financial Services****Team Assistant - Financial Services****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**

1542348

**業種**

プライベートエクイティファンド・ベンチャーキャピタル

**雇用形態**

正社員

**勤務地**

東京都 23区

**給与**

400万円 ~ 500万円

**更新日**

2025年05月26日 18:01

**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**

You will be responsible office management and secretary tasks to ensure smooth back-office operation and enable a comfortable office and working environment.

**Client Details**

Based in Tokyo, the company has been providing high-quality financial services with mission to extend financial inclusion across the globe.

**Description**

- Manage calendar and meeting arrangement
- Arrange business trips, visa for visitors
- Assist with document creation and signing process
- Handle office inquiries and event planning
- Oversee KYC process on vendors prior to signing contracts

**Job Offer**

- Permanent position
- English is the main language in office
- Work-life balance with minimum overtime

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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## スキル・資格

- Fluent communication in English and Japanese (native level)
- Working experience in office admin, assistant, secretary
- Ability to manage various administrative tasks in a timely manner
- Hospitality mindset, strong interpersonal and communication skills
- Proactive, commitment to company's goal achievement

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## 会社説明

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