

MichaelPage

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【Executive Assistant】 2 days WFH per week

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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

1543530

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

500万円 ~ 1100万円

更新日

2025年06月03日 17:38

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

ビジネス会話レベル

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

Support senior executives across APAC with seamless EA and office management functions. This is a key role in a collaborative, professional environment that values trust and integrity.

Client Details

A globally recognized private markets investment firm with a strong track record across private equity, credit, and infrastructure. With a presence in key international markets and a commitment to long-term value creation, the company offers a flat, inclusive culture where professionals are empowered, and contributions are recognized. Their Tokyo office is a strategic hub supporting regional business development activities, offering a dynamic and collegial work environment.

Description

- Manage calendars and travel logistics for senior leaders across Tokyo, Seoul, and Sydney
- Coordinate internal and external meetings, including materials preparation and catering
- Process expense reports, visa applications, and manage international travel
- Support the document signing process across global offices
- Act as first point of contact for office visitors and building management
- Handle courier arrangements, office supplies, and vendor coordination

- Oversee IT/AV support, door card access, and office infrastructure

Job Offer

- 2 days work from home options per week
- Flex time options
- Opportunity to utilize language skills
- Flat and open working environment
- Emphasis on work life balance

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

- Prior experience in senior EA or administrative role
- Fluent in Japanese and English, plus Korean is a plus
- Strong background supporting executive teams in a corporate or sales setting
- Proactive, detail-oriented, and skilled in managing multiple tasks independently
- Excellent communicator with a high level of professionalism and discretion
- Technically proficient in MS Office and office software tools

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>