

MichaelPage

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Executive Secretary at Sustainability Company

Secretary at Sustainability Company

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

1544144

業種

その他

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 750万円

更新日

2025年06月10日 18:23

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

We are seeking a highly organized and proactive Executive Assistant to provide comprehensive administrative support to our senior management team. This role involves managing schedules, coordinating communications, and ensuring smooth day-to-day operations in a fast-paced, professional environment.

Client Details

A leading sustainability company is seeking a highly organized and professional Secretary to provide administrative support to its executive team in Tokyo. This is a great opportunity to join a dynamic and innovative organization committed to sustainability and excellence.

Description

- Manage executives' calendars, schedule meetings, and coordinate appointments
- Handle phone calls, emails, and correspondence with professionalism and discretion
- Prepare, proofread, and format documents, presentations, and reports

- Arrange travel plans and accommodations for executives
- Support internal communications and liaise with various departments
- Assist with organizing events and meetings logistics
- Maintain confidential records and handle sensitive information appropriately

Job Offer

- Competitive salary and benefits package
- Opportunities for professional development and career growth

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

スキル・資格

- Proven experience as a secretary, executive assistant, or similar administrative role
- Proficient in Japanese and English
- Strong organizational skills and the ability to multitask effectively
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- High level of discretion and confidentiality

会社説明

A leading sustainability company is seeking a highly organized and professional Secretary to provide administrative support to its executive team in Tokyo. This is a great opportunity to join a dynamic and innovative organization committed to sustainability and excellence.