

MichaelPage

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Business Support Specialist - Executive Search**Business Support Specialist****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

1544571

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 750万円

更新日

2025年06月12日 17:06

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

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

As a Business Support Specialist, you will play a vital role in supporting our consultants throughout the business process. This is an exciting opportunity for someone who thrives in a fast-paced, professional environment and is passionate about delivering high-quality administrative support.

Client Details

A leading global executive search and leadership advisory firm dedicated to helping organizations find and develop outstanding leadership. With a presence in several countries and a reputation built on discretion, insight, and excellence, we serve clients across industries and geographies.

Description

- Provide administrative and secretarial support, including calendar management, travel arrangements, and expense reporting
- Coordinate candidate and client meetings, interviews, and related logistics

- Collaborate closely with internal teams across the Asia-Pacific region and globally
- Ensure confidentiality and professionalism in handling sensitive client and candidate information
- Support project timelines and proactively manage priorities and deadlines

Job Offer

- Exposure to C-level executives and leading global organizations
- Career growth and learning opportunities within a global network

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

スキル・資格

- Proven experience in executive support or administration role
- Proficiency in English and Japanese
- Strong organizational skills with attention to detail and ability to multitask effectively
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint)
- A collaborative mindset with a proactive and professional attitude

会社説明

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