

**MichaelPage**

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**Executive Assistant - Global Automotive****Executive Assistant - Global Automotive****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**

1544572

**業種**

自動車・自動車部品

**雇用形態**

正社員

**勤務地**

東京都 23区

**給与**

600万円 ~ 800万円

**更新日**

2025年06月12日 17:20

**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**

日本での就労許可は必要ありません

**募集要項**

This position offers the opportunity to provide high-level administrative and operational support to a Senior Executive of a global company in Tokyo. The ideal candidate will be bilingual (Japanese/English), highly organized, and experienced in supporting senior executives in a fast-paced, international environment.

**Client Details**

A leading global organization is seeking a highly capable and proactive Executive Assistant to provide high-level support to a Senior Executive based in Japan. This is a newly created position, ideal for a motivated professional who thrives in a fast-paced, international environment and is eager to contribute to executive-level operations.

**Description**

- Provide comprehensive administrative and executive support to a Senior Executive
- Manage schedules, appointments, and complex travel arrangements (domestic and international)
- Maintain confidentiality and manage sensitive information with discretion

- Support leadership communication, reporting, and internal coordination
- Assist with special projects and process improvements as needed

#### **Job Offer**

- Collaborative and professional team culture
- Long-term career development potential

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

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#### **スキル・資格**

- Previous experience as an Executive Assistant or in a senior administrative role
  - Proficient in English and Japanese
  - Strong organizational skills, with the ability to prioritize and manage multiple tasks efficiently
  - Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
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#### **会社説明**

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