

MichaelPage

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Executive Assistant - Luxury Jewelry Brand**Executive Assistant - Luxury Brand****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

1544915

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 900万円

更新日

2025年06月17日 14:38

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

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

This is a key support role that blends organizational precision with strategic partnership at the executive level.

Client Details

The company is a globally recognized luxury brand with a long-standing heritage of excellence. With a modern, collaborative office culture and a high-performance leadership team, they offer the chance to work closely with decision-makers while gaining exposure to global business operations. This is a rare opportunity for a top-level EA to contribute to a fast-paced, world-class organization without the formality of corporate red tape.

Description

- Manage complex calendars and coordinate multi-time-zone meetings
- Organize domestic and international travel with precision
- Act as a communication gatekeeper and liaison on behalf of executives
- Plan and execute meetings, events, and special projects
- Draft professional emails, reports, and presentation materials
- Track expenses, handle reimbursements, and manage budgets
- Maintain strict confidentiality while handling sensitive information

- Anticipate needs, troubleshoot issues, and improve workflow efficiency

Job Offer

- Work closely with executive leadership in a high-visibility role
- Join a global luxury brand with a collaborative, modern work culture
- Gain exposure to international business operations and decision-making

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

スキル・資格

- 5+ years as an Executive Assistant to senior executives
- Bilingual in English and Japanese (written and spoken)
- Experienced in high-level calendar, travel, and event management
- Skilled in Microsoft Office (Outlook, Excel, PowerPoint) and tools like Concur
- Detail-oriented, organized, and able to multitask under pressure
- Proactive, discreet, and adaptable with a problem-solving mindset
- Bonus: Experience in luxury, retail, or fashion industries

会社説明

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