



Office & Executive Assistant／役員アシスタント兼オフィスサポート

国際的なロケーションインテリジェンスのリーディングカンパニーで働く

募集職種

採用企業名

Navagis Inc.

求人ID

1552145

部署名

Administrative

業種

ソフトウェア

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 少数

雇用形態

パートタイム

勤務地

東京都 23区, 港区

給与

経験考慮の上、応相談 ～ 250万円

勤務時間

平日（月～金）のうち、9:00～18:00の間で1日約3時間程度、業務依頼に応じて柔軟に勤務していただきます

休日・休暇

土日・祝日、年末年始、および夏季休暇（2日）はお休みです

更新日

2025年07月16日 14:41

応募必要条件

職務経験

1年以上

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

About Navagis:

Navagis is a Google Cloud Premier Partner based in the US with offices in San Francisco, Japan, Singapore, and the Philippines. Navagis is a Location Intelligence company that empowers organizations to leverage geospatial information to efficiently run their multiple operations via web and mobile applications. Navagis software solutions are built using Google Maps and Google Cloud technologies and open systems to integrate various information sources into a map-driven common operating picture for the entire enterprise.

We are in need of an **Executive Assistant to the CEO** to join our fast-growing team in **Tokyo, Japan**.

Your Role:

- Handle electronic and written correspondence on behalf of the executive to partners and key management personnel. Will have access to the executive's documents.
- Manage executive's calendar
- Sign up the executive for industry and business activities.
- Find resources – books, training, etc. – specific to the executive's business interests.
- Support in other Asian countries.
- Arrange logistics and/or travel
- Research on companies, topics, and people. Experience with research on conglomerates, partners and people strongly preferred.
- Handle expense reports and other document organization
- Personal assistance, such as purchase personal necessities, line up appointments, etc.
- Attend customer meetings with Executive and help with basic translation
- Assist with various hiring processes

スキル・資格

Requirements:

- BA degree or equivalent.
- Experience as a Executive Assistant or Secretary (2 years).
- Japanese as a primary language. Fluent in English.
- Great verbal and written communication skills - Can get along well with customers.
- Can type quickly and take notes on the computer while listening.
- Amenable to work in Minato-ku, Tokyo.

Nice to have:

- Some experience in the technology field would be great, but not mandatory.
- Experience in Google Technology (Google Docs, Google Sheets) is a plus.

※No sales responsibilities or background. No accounting/bookkeeping.
 ※Does not need to manage anyone.
 ※Possible travel but not necessarily and not during COVID situation

Why Join Us

- **Highly flexible and Long Term environment.**
 Our Executive Team is mostly Ex-Google. We work hard and have fun while doing it!
 We have an active international community. We also offer comprehensive benefits in all the countries we operate in.
- **Our employees develop and support high-end solutions.**
 Every day, we push technical boundaries to advance the field of Location Intelligence.
 We believe mapping is essential to the world and we are extremely dedicated when it comes to quality and performance.
- **Learn from the BEST and make a difference.**
 Our team is composed of some of the best engineers in the world. As a young dynamic company, the work you do will make a big difference.
 At Navagis, you will be surrounded by top talent who have years of experience in mapping and cloud infrastructure, deep learning, and more.

会社説明