

MichaelPage

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Assistant to General Manager (Luxury Retail)**Assistant - Luxury Retail****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

1552148

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 600万円

更新日

2025年07月16日 15:12

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

You will support the General Manager in Japan and this is a key role that balances hands-on office management and high-level executive support in a fast-paced, refined environment.

Client Details

This is a globally recognized luxury brand within a major international group, renowned for its heritage, elegance, and craftsmanship. The Japan office is a lean but collaborative team, offering close exposure to top management and an exciting opportunity to work cross-functionally with both the local retail network and international headquarters.

Description

- Support the GM: Handle scheduling, travel arrangements, expense reporting, and confidential communications
- Coordinate Sales Data: Prepare reports and presentations; track sales figures and assist with data analysis
- Facilitate Office Operations: Assist with internal meeting coordination, greeting card distribution, and supply management
- Boutique Support: Help onboard new staff, manage boutique inventories, and provide documentation support
- Act as Liaison: Coordinate meetings with HQ in Paris and other brand offices within the group
- Translation Tasks: Provide Japanese-English translation for presentations, emails, and during visits from global

executives

- Website Coordination: Work with the marketing team to support bilingual updates and content alignment with HQ

Job Offer

- Be part of a global luxury brand with close-knit local operations
- Gain unique experience working across boutique, office, and international teams
- Direct exposure to General Manager and regional/global decision-making processes
- A great opportunity for a candidate seeking a long-term, stable role in an elegant, international environment

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

- Prior experience supporting Executive level or team
- Strong written and verbal communication in both Japanese and English
- Solid Microsoft Office skills (Excel, Word, PowerPoint)
- Detail-oriented, flexible, and able to handle multiple tasks proactively
- Interest in the luxury or fashion industry is a strong plus
- Strong interpersonal skills and a team-first mindset

会社説明

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