



## PR/118124 | Personal Assistant (Japanese Speaking)

### 募集職種

#### 人材紹介会社

ジェイ エイ シー リクルートメント イギリス

#### 求人ID

1553891

#### 業種

その他（商社）

#### 雇用形態

正社員

#### 勤務地

イギリス

#### 給与

経験考慮の上、応相談

#### 更新日

2025年08月05日 10:42

### 応募必要条件

#### 職務経験

3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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 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

Position: Personal Assistant (Japanese Speaking)

Salary: GBP 43,000 - 52,000.0

Hours: 9am-5pm

Location: London (Hybrid working)

#### Main Duties:

- Coordinate and schedule meetings with Tokyo headquarters executives, regional officers, and external partners
- Manage complex calendar arrangements across multiple time zones

- Organize detailed travel itineraries, including flights, accommodations, and ground transportation
- Process expense reports and handle reimbursement procedures
- Manage internal applications and corporate administrative processes
- Serve as a proxy for the executive in administrative tasks and correspondence
- Provide administrative support to a team of five members, with planned team expansion
- Coordinate expense submissions and reimbursement workflows
- Schedule and facilitate team meetings and conference calls
- Arrange travel logistics for team members
- Offer general administrative assistance to ensure smooth team operations
- Schedule and coordinate meetings and appointments
- Manage travel arrangements and prepare itineraries
- Process expense reports and related financial documentation
- Support various business activities with administrative tasks
- Provide Japanese-English interpretation services as needed
- No business travel is expected
- Attendance at company events or meetings may be required up to three times per week, primarily within the London area

## **Qualifications & Skills**

### **Qualifications**

Professional certification in administrative or executive assistance is preferred.

### **Skills**

Native or near-native proficiency in both Japanese and English (spoken and written)  
 Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)  
 Familiarity with travel booking systems and expense management platforms  
 Strong organizational and time management skills  
 Excellent verbal and written communication abilities  
 Discretion in handling confidential and sensitive information  
 Proficiency in managing calendars across multiple time zones  
 Basic interpretation and translation capabilities

### **Personal Attributes**

High level of professionalism and executive presence  
 Exceptional attention to detail and accuracy  
 Self-motivated with the ability to work independently  
 Adaptability and flexibility in a dynamic, fast-paced environment  
 Cultural sensitivity and awareness in international business contexts  
 Proactive approach to problem-solving  
 Strong interpersonal skills for engaging with senior executives  
 Ability to remain composed under pressure and meet tight deadlines

## **Experience**

### **Essential**

Proven experience as an executive assistant or in administrative/personal assistant roles  
 Experience supporting C-level or senior executives  
 Demonstrated experience in an international business environment  
 Expertise in complex calendar management and travel coordination  
 Background in expense processing and corporate administrative procedures  
 Experience working in multicultural and multilingual teams

### **Preferred**

Prior experience in an HR department or supporting HR leadership, including use of HR systems  
Experience supporting multiple executives simultaneously  
Background in a global corporation with a regional office structure  
Experience providing interpretation and translation services  
Familiarity with European business practices and cultural norms  
Proficiency with virtual meeting platforms and remote collaboration tools  
Experience in administrative support within team-based environments

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会社説明