

MichaelPage

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## [Urgent] Executive Assistant - Global Investment Firm

## Executive Assistant - Investment Firm

## 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

1557975

## 業種

アセットマネジメント

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

750万円 ~ 1000万円

## 更新日

2025年09月11日 19:03

## 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

流暢

## 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

In this role, you will provide high-level administrative support to senior executives in a fast-paced Tokyo office. You will manage schedules, travel, communications, and help ensure smooth daily operations across the team.

## Client Details

The company is a global leader in alternative asset management, with over \$800 billion in assets under management. In Japan, the firm plays a key role in delivering flexible capital solutions across private equity, credit, and retirement services. With a growing Tokyo office and strong local partnerships, the company supports major corporates and institutions through tailored investment strategies. Their integrated platform combines global expertise with local execution, helping drive long-term financial outcomes in one of Asia's most dynamic markets.

## Description

- Manage complex travel arrangements: book flights, hotels, and coordinate visas
- Own executive scheduling: plan and organize meetings, conferences, and off-sites
- Prepare and edit business documents: Word, Excel, and PowerPoint materials
- Handle expense processing: manage reimbursements via Concur
- Support recruitment coordination: schedule interviews and manage logistics

- Draft strategic communications: emails, memos, and official correspondence
- Provide administrative support: assist with invoices, mail coordination, and vendor onboarding
- Collaborate with team assistants: ensure seamless office operations

#### Job Offer

- Be part of an international and fast-paced corporate environment
- Work closely with top-tier professionals and build a valuable career network
- Competitive salary and opportunities for growth within a prestigious global firm

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

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#### スキル・資格

- Minimum 5 years of experience supporting senior executives or a bachelor's degree
- Fluent in both Japanese and English, with strong written and verbal communication skills
- Highly organized, detail-oriented, and able to manage multiple priorities under pressure
- Proactive and professional, with a strong sense of ownership and discretion
- Skilled in Microsoft Outlook, Excel, Word, and PowerPoint
- Comfortable working full-time in the office, Monday to Friday
- Team-oriented with a collaborative mindset and a positive attitude

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#### 会社説明

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