

【英語を活かす】 エグゼクティブアシスタント/ Executive Assistant

外資系コンサルティング会社にて、エグゼクティブアシスタントの求人がございます。

募集職種

人材紹介会社

ロバート・ウォルターズ (Robert Walters)

採用企業名

外資系コンサルティング会社

求人ID

1559699

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

東京都 23区

給与

550万円

更新日

2025年11月26日 14:00

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

A global consulting firm is seeking an Executive Assistant. The selected candidate will provide high-level support to senior leaders, managing schedules, meetings, and stakeholder engagement. This is a hybrid role.

One of the most globally recognised consulting firms. This company provide top-notch strategic consulting services to big-name corporates across many industries.

Keywords:

アシスタント, サポート, 事務, オペレーション, 秘書, 求人, 外資系

Job Ref: 6LFWM0

Responsibilities:

- Partner with senior leaders to manage calendars and schedules
- Coordinate complex travel arrangements and itineraries
- Organise and support client and internal meetings, conferences, and events
- Act as a liaison with clients, internal teams, and external stakeholders
- Maintain confidentiality of sensitive information and support decision-making
- Collaborate with the regional administration team to ensure smooth operations

Requirements:

- Bachelor's degree or equivalent is ideal
- More than 8 years of experience in roles related to calendar management, travel coordination, and scheduling across time zones (high-performance, fast-paced setting)
- Excellent customer service skills
- Proficient in MS Office Suite
- Native level Japanese; proficient in spoken and written English (TOEIC 860 or equivalent)

会社説明

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 25 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.