

MichaelPage

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## 【Executive Assistant】 role in Yokohama

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## 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

1560711

## 業種

ITコンサルティング

## 雇用形態

正社員

## 勤務地

神奈川県

## 給与

400万円 ~ 700万円

## 更新日

2025年10月06日 16:15

## 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

日本での就労許可は必要ありません

## 募集要項

This Executive Assistant role supports the Managing Director with day-to-day operations, strategic initiatives, and communication across the business. The position offers a unique opportunity to partner with senior leadership and contribute to key organizational goals.

## Client Details

A global leader in technology-driven solutions, with a strong presence in Japan. They offer an international and fast-paced environment where collaboration, innovation, and career growth are strongly encouraged.

## Description

- Manage complex calendars, travel, and expense processes
- Prepare and maintain documents, presentations, and reports
- Support strategic projects and track business initiatives
- Drive communication strategies and manage internal/external messaging
- Coordinate with leadership teams and external executive offices
- Deliver decision support through research, analysis, and presentations

## Job Offer

- Primarily office-based, with occasional opportunities to work from home depending on business needs
- Daily opportunities to use and enhance English communication skills
- Exposure to a dynamic, international work environment and multicultural team
- Close collaboration with senior leadership, providing valuable insight into strategic decision-making

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Shou Konno on +81 3 6832 8637

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## スキル・資格

- Proven experience supporting senior executives in dynamic environments is advantageous
  - Strong organizational skills with ability to multi-task and prioritize
  - Proficient in Microsoft Office and expense/travel systems
  - Skilled in communication planning and drafting professional materials
  - Strong business acumen and project management experience
  - High level of judgement, initiative, and attention to detail
  - Native-level Japanese and business-level English
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## 会社説明

Michael Page is a leading professional recruitment consultancy specializing in the recruitment of mid to senior positions on behalf of the world's top employers. PageGroup first established in London in 1976, and operates in 35+ countries worldwide.

URL: <https://www.michaelpage.co.jp/en>