

【英語を活かす】役員秘書/ Executive Assistant

グローバル機械メーカーにて、役員秘書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
グローバル機械メーカー

求人ID
1563275

業種
機械

雇用形態
正社員

勤務地
東京都 23区

給与
700万円 ~ 900万円

勤務時間
お問い合わせください

休日・休暇
完全週休2日制, 土日祝日休み, 有給休暇

更新日
2025年11月11日 00:00

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
ネイティブ

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 machinery manufacturer is seeking an experienced Executive Assistant. The selected candidate will manage communication, coordination, and administrative functions while contributing to strategic initiatives.

This global company is a leading producer of highly specialised equipment and among the longest running operations in the business. Their products provide important solutions for a wide variety of sectors, and the company's tens of thousands of employees promise to continue innovating towards an even brighter future.

Keywords:

インダストリアル, メーカー, 製造業, 機械, エンジニア, 求人, 外資系

Job Ref: 2N4R7T

Responsibilities:

- Act as a trusted liaison between the Head of Business Unit and internal teams
- Facilitate clear communication in Japanese and English, including translations of written and verbal materials
- Prepare presentations, reports, and proposals to support business objectives
- Coordinate meetings, workshops, and events, handling logistics, agendas, and follow-ups
- Manage schedules, travel arrangements, and expense reporting for the Head of Business Unit and visitors
- Support customer communication and provide on-site assistance for overseas guests

Requirements:

- Experience as an Executive Assistant, administrative coordinator, or similar role supporting senior leaders
- Prior translation and interpretation in business settings
- Proven experience in a multinational and/or technical environment is ideal
- Background in calendar management, travel planning, expense processing, and meeting logistics/minutes
- Prior background in supporting after-sales/service operations is a plus
- Proficient in MS Office Suite
- Bilingual level Japanese and English

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 20 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.