



## Executive Assistant - CEO 👍 独占求人

India's Leading IT Services Company

### 募集職種

人材紹介会社

[Hire Pundit Japan 株式会社](#)

採用企業名

Leading India- IT Consulting Company

求人ID

1579871

部署名

CEO office

業種

ITコンサルティング

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

神奈川県, 横浜市南区

給与

600万円 ~ 750万円

更新日

2026年04月21日 18:00

### 応募必要条件

職務経験

6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

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

Key Responsibilities

1. Executive Support

- Manage CEO's calendar, travel arrangements (domestic & international), and meeting coordination.
- Prepare agendas, briefing notes, presentation materials, and follow-up documentation.
- Screen and prioritize incoming communication (email, calls, correspondence).
- Handle confidential information with absolute discretion.

## 2. Stakeholder & Communication Management

- Act as a liaison between the CEO and internal/external stakeholders (Japan leadership team, global HQ, clients).
- Draft professional correspondence in Japanese and English.
- Support executive-level client meetings and board discussions when required.

## 3. Business & Operational Coordination

- Track key action items and strategic initiatives.
- Support reporting, dashboard consolidation, and executive summaries.
- Coordinate leadership meetings, town halls, and business reviews.

## 4. Administrative & Governance Support

- Expense management and approval coordination.
- Contract/document management support.
- Assist in organizing executive visits and high-level delegations.

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## スキル・資格

### Required Qualifications

- 5–10 years of experience as Executive Assistant / Personal Assistant to senior leadership (CEO, Country Head, or equivalent).
- Experience in multinational or IT/consulting environments preferred.
- Business-level fluency in Japanese and English (spoken and written).
- Strong proficiency in Microsoft Office (PowerPoint, Excel, Outlook).
- Exceptional organizational and multitasking skills.
- High level of confidentiality, maturity, and professionalism.

### Preferred Profile

- Experience supporting a foreign executive in Japan.
- Exposure to cross-border corporate environments.
- Strong interpersonal presence and stakeholder management capability.
- Ability to anticipate executive needs and act independently.

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## 会社説明