



## Bilingual Personal Assistant (Japanese / English)

Join our creative industry family!

### 募集職種

#### 採用企業名

Wild Tame株式会社

#### 求人ID

1581998

#### 業種

広告・PR

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 外国人の割合

(ほぼ) 全員外国人

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 給与

400万円 ~ 600万円

#### ボーナス

固定給+ボーナス

#### 勤務時間

8

#### 休日・休暇

All Japanese national holidays + 10 days in first year

#### 更新日

2026年03月18日 02:00

### 応募必要条件

#### 職務経験

3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

高等学校卒

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### Job Description

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We are a creative agency working with a wide variety of clients — from global brands to startups — across projects spanning film, events, digital content, and beyond. Our team brings together 12 nationalities, making for a genuinely international and collaborative working environment.

We are currently looking for a bilingual Personal Assistant (Japanese and English) to support two members of the leadership team based in Tokyo.

This role is highly varied and involves supporting a wide range of day-to-day operational and administrative activities. Tasks may include scheduling meetings, reviewing emails and meeting notes to summarize key action points, drafting or replying to correspondence in Japanese and English, and coordinating logistics for meetings or projects. Given the diversity of our client work, no two weeks look the same — you might be helping coordinate a shoot one day and supporting a brand partnership the next.

The Personal Assistant will also occasionally support sensitive and confidential matters, such as reviewing contracts or assisting with important documentation. As such, strong organizational skills, attention to detail, and discretion are essential.

This is an ideal position for someone who enjoys being at the center of operations, helping things run smoothly behind the scenes while working in a bilingual, multicultural professional environment.

### **The charm of this job**

One of the most rewarding aspects of this role is the variety and level of trust involved in the work. No two days are exactly the same, and you will play an important role in helping senior professionals manage their time, communication, and priorities effectively.

Working within a creative agency means you'll be exposed to a broad range of industries, projects, and creative processes. The role also offers the opportunity to work closely with decision-makers, gaining insight into how projects, partnerships, and business operations are managed at a senior level — all within a team where a dozen different cultural perspectives come together daily.

For candidates who enjoy organization, communication, and problem-solving, this role provides a unique chance to become a trusted partner in day-to-day operations while working in an international and bilingual setting.

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### **スキル・資格**

- Native-level Japanese with strong professional English ability
- Excellent organizational and time-management skills
- Strong written communication skills in both Japanese and English
- Ability to manage multiple priorities and handle varied tasks
- High level of discretion when handling confidential information
- Proactive, reliable, and detail-oriented working style

### **Work Location**

102-0071  
Chiyoda, Japan  
Iidabashi/Kudanshita/Suidobashi

### **Salary**

Negotiable based on experience  
Detail: To discuss.  
Salary Bonuses : Bonus paid on top of indicated Salary  
Salary Commission : Undisclosed

### **Work Hours**

Flextime. 8 Hours per day / 40 hours per week.  
Core hours: 11am to 3pm.

### **Holidays**

Japanese national holidays.  
See example contract for info on additional paid holidays.

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### **会社説明**