



Executive Assistant _エグゼクティブアシスタント

Global well known luxury brand

募集職種

人材紹介会社

PEAK Recruitment Japan株式会社

採用企業名

A well known European fashion company with a strong brand image

求人ID

1583712

業種

アパレル・ファッション

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

外国人 少数

雇用形態

正社員

勤務地

東京都 23区, 港区

給与

600万円 ~ 700万円

ボーナス

固定給+ボーナス

更新日

2026年03月23日 15:06

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

ネイティブ

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可が必要です

募集要項

Seeking a highly organized, proactive professional to provide strategic, hands-on support to the General Manager within a global luxury retail environment. This is not a traditional administrative role, but a business-facing position requiring strong coordination, communication, and execution skills across multiple functions.

Key Responsibilities:

- Act as a trusted partner to the GM, supporting day-to-day business priorities and strategic initiatives
 - Drive cross-functional coordination across departments and senior stakeholders
 - Prepare high-quality presentations, reports, and business documentation (strong PowerPoint skills essential)
 - Manage multiple projects simultaneously, ensuring timelines and deliverables are met
 - Facilitate communication and alignment across different levels of the organization
 - Anticipate needs, solve problems proactively, and operate with a high level of ownership
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スキル・資格

- Strong communication skills with the ability to influence and liaise across diverse teams
 - Fluent in both English and Japanese (Korean is a plus)
 - Advanced PowerPoint and presentation/documentation skills
 - Prior experience supporting senior executives or in a business coordination/Chief of Staff-type role preferred
 - Background in luxury retail is a plus; candidates from consulting, cosmetics, automotive, or top-tier FMCG multinational companies are also welcome
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会社説明