



COO Assistant - American Financial Group

英語力を活かせる！ 正社員の可能性あり！ 通勤が便利！

募集職種

派遣会社

ランスタッド株式会社 プロフェッショナル事業本部

採用企業名

world's leading financial institutions

求人ID

1591228

業種

証券

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

派遣

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2026年05月07日 10:31

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

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

- Supporting the COO regardless of the location.
- Scheduling calls and meetings and accurate calendaring
- Coordinating often complex travel arrangements according to company policies using SAP/Concur, including obtaining appropriate visas and approvals

- Assuring timely delivery of presentations (if required) ahead of meetings and marketing trips
 - Creating and submitting Travel & Expense reports using Concur
 - Support with Event planning, booking, scheduling, registering of guests
 - Work closely with Assistants in the Research team to maintaining Analyst/Clients' contact and distribution lists
 - Providing general office support, including juggling multiple phone lines, file maintenance, filling in for other Assistants as needed, and other tasks as assigned
 - Facilitating interaction with support functions, such as facilities management and IT helpdesk, as needed by the office
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スキル・資格

- Experience with Microsoft Word and Outlook is essential
 - SAP/Concur, Excel, and PowerPoint experience is preferred
 - Excellent verbal and written communication skills for interacting with clients and team members, preferably in native level Japanese and minimum business-level English
 - Strong organization skills and ability to maintain confidentiality, given the sensitive nature of our business
 - Administrative experience supporting multiple Japanese Equity sales personnel in Asia
 - Ability to multi-task and anticipate team needs
 - Bachelor's degree
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会社説明