

MichaelPage

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## 【急成長中AI企業／ハイブリッド勤務可】社長秘書

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1592580

## 業種

インターネット・Webサービス

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

700万円～900万円

## 更新日

2026年05月15日 14:58

## 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

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

The Executive Assistant will provide comprehensive support to senior leadership, including calendar management, travel coordination, meeting arrangements, and communication with both internal and external stakeholders. This position is ideal for someone who thrives in a dynamic environment and enjoys taking ownership in a highly visible support role.

## 企業情報

A rapidly growing global technology company driving innovation across multiple industries through advanced digital solutions. The company offers a highly international, collaborative, and fast-paced environment with a strong focus on innovation, flexibility, and long-term growth.

## 職務内容

- Manage complex executive calendars and scheduling
- Coordinate domestic and international business travel arrangements
- Organize meetings, events, and business dinners
- Communicate with internal and external stakeholders on behalf of executives
- Prepare presentations, reports, and expense management
- Support coordination with overseas teams and global offices

- Provide general administrative and office support when needed

#### 条件・待遇

- Work closely with senior leadership and gain high business visibility
- Flat and collaborative company culture with strong team support
- Opportunity to take ownership and contribute beyond traditional EA responsibilities
- Dynamic environment with strong growth potential

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

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#### スキル・資格

- Proven experience as an Executive Assistant, Secretary, or Administrative professional
  - Proficiency in Japanese and English communication skills
  - Strong organizational and multitasking abilities
  - Excellent communication and stakeholder management skills
  - Ability to work effectively in a fast-paced and changing environment
  - Proactive, flexible, and detail-oriented mindset
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#### 会社説明

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