



## 【Executive Assistant】 Chief of Staff to CMO

up to 9M / Global Business Growth

### 募集職種

#### 人材紹介会社

Hire Pundit Japan 株式会社

#### 求人ID

1593410

#### 業種

ITコンサルティング

#### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

800万円 ~ 900万円

#### 更新日

2026年05月26日 14:23

### 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

流暢

#### 日本語レベル

流暢

#### 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

#### About the Role

We are seeking a highly capable and globally minded Executive Assistant / Chief of Staff to support our Chief Marketing Officer based in Tokyo. This is not a traditional assistant role. The position sits at the center of communication, coordination, and operational execution between Japan and global stakeholders.

The successful candidate will act as a trusted business partner to the CMO, helping manage strategic priorities, cross-border communication, executive operations, and stakeholder engagement across multiple regions and time zones.

This role requires exceptional bilingual communication skills in both Japanese and English, strong business maturity, high attention to detail, and the ability to operate in a fast-paced international environment with professionalism and discretion.

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## スキル・資格

### Experience

- 3–8 years of experience supporting senior executives, leadership teams, or global business operations
- Experience in multinational, bilingual, or international business environments preferred
- Prior experience in Executive Assistant, Chief of Staff, Business Operations, Project Coordination, or similar roles preferred

### Core Competencies

- Exceptional organizational and time management skills
- Strong multitasking and prioritization capability
- High level of professionalism, discretion, and confidentiality
- Excellent interpersonal and cross-cultural communication skills
- Ability to operate independently and proactively in a fast-paced environment
- Strong attention to detail and execution discipline

### Technical Skills

- Proficiency in Microsoft Office 365, Google Workspace, and collaboration tools
  - Comfortable preparing presentations, reports, and executive documentation
  - Experience using scheduling, communication, and productivity platforms
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## 会社説明