

MichaelPage

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【英語を活かす】役員付きアシスタントポジション**【英語を活かす】役員付きアシスタントポジション****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

1595612

業種

電力・ガス・水道

雇用形態

正社員

勤務地

東京都 23区

給与

400万円 ~ 650万円

更新日

2026年06月09日 14:14

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

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

We are looking for a highly organized and proactive Executive Assistant to support senior leadership within a global, fast-paced organization. This role is ideal for someone who enjoys working in an international environment and can confidently manage multiple priorities with accuracy, discretion, and efficiency.

企業情報

A global energy solutions company operating across multiple regions, providing power, heating, and cooling solutions to support a wide range of industries including infrastructure, construction, and events.

職務内容

- Manage complex calendars and coordinate meetings across multiple time zones
- Arrange domestic and international travel itineraries
- Prepare and edit presentations, reports, and internal communications
- Support meeting coordination, including agendas, minutes, and follow-ups
- Liaise with internal and external stakeholders on behalf of executives
- Handle confidential information with a high level of discretion
- Support ad-hoc projects and general administrative tasks

- Manage expense reporting and basic administrative tracking

条件・待遇

- Career growth opportunities
- Competitive compensation package

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

スキル・資格

- Proven experience in an Executive Assistant or senior administrative support role
 - Strong organizational and time-management skills
 - Business-level proficiency in both Japanese and English
 - Ability to work independently in a fast-paced environment
 - Strong attention to detail and problem-solving mindset
 - Proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word)
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会社説明

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