

MichaelPage

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【外資系コンサル】EA to Partner

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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

1595647

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

東京都 23区

給与

600万円 ~ 800万円

更新日

2026年06月09日 17:41

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

日本での就労許可が必要です

募集要項

We are seeking a highly organized, proactive, and detail-oriented Executive Assistant to provide dedicated support to a Partner within the Tokyo office.

This opportunity is ideal for someone who thrives in a fast-paced, professional services environment and enjoys working at the intersection of executive support, stakeholder management, and business operations.

企業情報

We are a globally recognized recruitment firm, partnering with leading organizations across industries to help identify, assess, and develop senior leadership talent.

職務内容

- Manage complex calendars, scheduling, and meeting coordination across multiple time zones
- Coordinate domestic and international travel arrangements, including itineraries and logistics
- Prepare meeting materials, presentations, reports, and correspondence
- Assist with project tracking, reporting, and documentation management

- Collaborate with consultants and support teams to ensure smooth project execution
- Maintain accurate records and data within internal systems

条件・待遇

This is an excellent opportunity for an experienced Executive Assistant looking to elevate their career within a global, relationship-driven, and intellectually engaging organization.

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

スキル・資格

- Proven experience as an Executive Assistant, Personal Assistant, Team Assistant, or similar support role
 - Excellent organizational and time management skills
 - Strong attention to detail and ability to manage multiple priorities simultaneously
 - Professional communication skills and stakeholder management experience
 - Advanced proficiency in Microsoft Office (Outlook, PowerPoint, Excel, Word)
 - Business proficiency in Japanese and English
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会社説明

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