



Executive Assistant

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1595801

業種

その他（商社）

外国人の割合

外国人 少数

雇用形態

正社員

勤務地

神奈川県

給与

400万円～800万円

更新日

2026年06月11日 11:31

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル (英語使用比率: 25%程度)

日本語レベル

流暢

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

Executive Support & Schedule Management

Manage executive calendars and coordinate meetings with internal and external stakeholders.

Arrange domestic and international business travel, including itineraries and logistics.

Handle scheduling conflicts and prioritize appointments effectively.

Meeting Coordination

Organize meeting logistics, including room reservations and virtual meeting setup.

Prepare, collect, and distribute meeting materials.

Assist with agenda preparation and record meeting minutes.

Track and follow up on action items.

Communication & Stakeholder Management

Serve as a primary point of contact for internal and external communications.

Manage email correspondence, phone inquiries, and visitor interactions.

Coordinate effectively with departments, managers, and external partners.

Draft responses and summarize key information as required.

Documentation & Administrative Support

Prepare, edit, proofread, and maintain business documents and presentations.

Manage contracts, application forms, and other administrative records.

Support expense reimbursement, payment processing, and general office administration.

Additional Opportunities

Depending on experience and interests, opportunities may be available to support sales operations, data management, and project-related activities

スキル・資格

Experience as an Executive Assistant, Secretary, or Administrative Assistant supporting managers or executives.

Experience coordinating across multiple departments and stakeholders.

Skills

Strong organizational and time-management skills with the ability to handle multiple priorities.

Excellent communication and interpersonal skills.

Ability to assess priorities and respond effectively to changing circumstances.

Strong problem-solving abilities and attention to detail.

High level of discretion when handling confidential information.

Language Requirements

Japanese: Native or Fluent

English: Business-level written communication (email correspondence, meeting coordination, documentation)

Technical Skills

Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Teams, and Copilot

会社説明