エグゼクティブパーソナルアシスタント/ Executive Personal Assistant

エグゼクティブリーダーと共に多くの国際的な活動、会社の成長戦略に携わる事が出来る

募集職種

採用企業名
アイネオ株式会社

求人ID
1606882

部署名
MD Office

業種
ハードウエア

会社の種類
中小企業 (従業員300名以下) - 外資系企業

外国人の割合
外国人 多数

雇用形態
正社員

勤務地
東京都 23区

給与
400万円 ~ 600万円

更新日
2026年11月12日 12:00

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
ビジネス会話レベル (英語使用比率: 25%程度)

日本語レベル
ネイティブレベル

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

Job Summary:
With the increased volume of business and partnerships at AINEO Networks, we are now looking for a bright driven individual to join the the team to directly work alongside our Managing Director at our Tokyo office. Given that AINEO is a growing venture company, this role will have administrative, personnel and talent management coordination, accounting, and corporate communication elements in the scope of work. As such, the future personal growth possibilities are wide open.

In short, AINEO is looking for a bright, quick, and flexible person with some administrative experience or organizational skill to join our team in Tokyo.

Job Responsibilities:

- Providing secretarial and administrative function for MD's day-to-day operations
- Update company and service blogs and websites (announcements, articles, business updates)
- Procurement of office supplies including stationery, equipment, etc.
- Support finance team in managing accounts payable/accounts receivable to report back to MD
- Work closely with MD to improve operations, marketing, and set growth goals
- Manage and organize MD's business and personal agendas including:
    - Liaise and relay incoming contacts (phone, messages) for MD
    - Accurately and comprehensively take notes at executive meetings
    - Plan travel, flights, accommodation and ground transportation
    - Coordinate events, appearances, and appointments
    - Draft correspondence such as emails and letters
    - Administration assistance on side non-profit organization (NPO) work

Not only is an Executive Personal Assistant well rewarded, but also has an invaluable chance to develop technical, interpersonal, and business skills, from the close involvement in the executive level agendas and international connection each week.

スキル・資格

Essential qualifications:
You will need to love variety, be able to work independently, communicate well with others, and be organized.

- Native level Japanese (Business level English)
- Tech-savvy and experience with word processing and email programs
- Comfortable with social media and websites.
- Experience in managing schedules or projects
- Experience managing the calendar of a busy office
- Some customer service experience is nice to have, but not mandatory
- University degree or equivalent level of education not required

Skills:

- Strong interpersonal skills
- Active listening and good communication skills
- Proactive approach to problem-solving
- Ability to multitask
- Strong time-management and organization skills
- Outgoing, bright, quick, and flexible personality.

Technical Skills:

- Competent in using Windows and/or Apple OSX computers for daily adventures
- Familiarity with iOS or Android Smartphone apps
- Word, Excel, PowerPoint, (MS Office application experience)
- Understanding Business Flow and ERP is a plus

会社説明