

Executive Assistant

募集職種

人材紹介会社
株式会社 JAC International

採用企業名
外資系プライベートエクイティ投資会社

求人ID
1614108

業種
プライベートエクイティファンド・ベンチャーキャピタル

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, 港区

給与
700万円 ~ 1100万円

ボーナス
固定給+ボーナス

更新日
2026年11月13日 20:00

応募必要条件

職務経験
6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

日本語レベル
ネイティブレベル

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

• Provide comprehensive administrative support, including complex calendar management, call handling, preparation of confidential and sensitive documents, travel coordination, and expense reimbursement processing.

• Manage end-to-end meeting coordination, including planning, preparation, logistics oversight, and arrangements such as transportation, restaurant bookings, and visitor registration.

• Prepare and set up conference rooms, coordinate food and beverage orders as needed, and ensure rooms are cleaned and reset following meetings.

• Oversee onboarding logistics for new joiners, including ordering business cards, arranging PC and corporate mobile phone setup, processing corporate card requests, and managing office access registration.

• Support offboarding processes by retrieving and disabling corporate cards and office access, collecting and resetting PCs, and managing corporate mobile phones.

• Provide phone coverage by answering, screening, and routing calls as appropriate.

• Manage courier services (e.g., DHL, FedEx) and support printing requests.

• Provide backup support for office management responsibilities as delegated by the Office Manager, including office supply ordering and inventory management.

• Assist with ad hoc requests such as client gifts and NDA execution.

• Prioritize and balance multiple tasks, adjusting as needed to meet deadlines and deliver high-quality outcomes.

• Anticipate, research, and address potential issues or emerging needs in a timely manner.

• Actively listen, respond, and adapt to the needs of others, building effective relationships and trust across diverse teams.

スキル・資格

• Minimum 8 years of relevant administrative experience; experience in financial services preferred.

• Advanced proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, etc.).

• Strong verbal and written communication skills that are clear, concise, and accurate.

• Demonstrated integrity, discretion, and ability to handle confidential information.

• Exceptional attention to detail with the ability to multitask and operate effectively in a fast-paced environment while maintaining urgency, accuracy, and professionalism.

• Flexibility to troubleshoot and support matters outside of standard business hours when necessary.

• Outstanding organizational and time-management skills, with the ability to set priorities, manage multiple stakeholders, and navigate frequent changes.

• Ability to balance teamwork with independent initiative and sound judgment to solve practical problems and deliver results.

• Willingness to seek learning opportunities and take on new responsibilities as needed.

• A collaborative team player with a positive attitude, strong work ethic, and the ability to work independently.

会社説明