



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09月18日 21:14

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

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.
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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.
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会社説明