

PR/118790 | (Japanese Speaking) Executive Assistant

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント イギリス

求人ID
1616785

業種
銀行・信託銀行・信用金庫

雇用形態
正社員

勤務地
イギリス

給与
経験考慮の上、応相談

更新日
2026年10月27日 11:00

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
ビジネス会話レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

Company: Japanese Financial Institution

Position: (Japanese Speaking) Executive Assistant

Location: London

Salary: Depending on experience

Position Overview

A global financial institution is seeking an experienced Executive Assistant to support senior leadership members and their teams. This role is responsible for ensuring smooth day-to-day operations through complex calendar management, travel coordination, administrative support, stakeholder liaison, and project assistance.

The successful candidate will act as a trusted partner to senior executives while collaborating closely with colleagues across

the wider organization. Strong organizational skills, discretion, adaptability, and cross-cultural communication abilities are essential for success in this role.

Key Responsibilities

- Manage complex calendars and meeting arrangements for senior executives
- Coordinate domestic and international business travel
- Process and monitor expense claims in accordance with company policies
- Handle internal and external communications and business correspondence
- Support office administration and liaise with internal support functions
- Assist with projects, training initiatives, and process improvement activities
- Coordinate meetings, conferences, and corporate events
- Provide onboarding support and general administrative assistance for team members
- Collaborate with other Executive Assistants to provide cross-team support and coverage as required

Required Qualifications

- Proven experience supporting senior executives as an Executive Assistant
- Business-level fluency in both Japanese and English
- Strong stakeholder management and relationship-building skills
- Excellent organizational and multitasking abilities
- Strong written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to work proactively, anticipate needs, and solve problems independently
- High level of professionalism, integrity, and discretion when handling confidential information
- Flexible and adaptable approach in a fast-paced environment

Preferred Qualifications

- Experience within banking, financial services, or a regulated corporate environment
- Experience supporting senior executives in an international organization
- Experience working in multicultural environments

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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会社説明