

エグゼクティブアシスタント（CIO付き / 資産運用会社・英語活用）

> グローバルに展開する大手アセットマネジメント会社にて、 エグゼクティブアシスタ...

募集職種

人材紹介会社
株式会社ジェイ エイ シー リクルートメント

採用企業名
グローバルに展開する大手アセットマネジメント会社

求人ID
1620363

業種
アセットマネジメント

雇用形態
正社員

勤務地
東京都 23区

給与
600万円 ~ 1000万円

勤務時間
09:00 ~ 17:30

休日・休暇
詳細は求人ご紹介時にご案内いたします。

更新日
2026年10月29日 18:25

応募必要条件

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

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

【求人No NJB2363938】
Purpose Statement
●The ideal candidate will provide high level administrative support to senior executives specifically Senmu/Jomu
●This individual must be highly organized and capable of scheduling meetings and responding to emails in both English and Japanese. The role also requires providing meeting preparation support for the CIO as needed.

Key Responsibilities
●Manage the CIO's calendar including scheduling internal and external meetings travels appointments ensuring the CIO is well informed of upcoming events and deadlines.
●Prepare the CIO for meetings by providing background information briefing notes and relevant documentation.

●Proactively identify and resolve scheduling conflicts to ensure CIO’s time is used efficiently.
●Arrange detailed travel plans and itineraries and compile documents for travel related meetings.
●Communicate with internal and external stakeholders to schedule meetings and events in both English and Japanese.
●Prepare and submit expense reports for the CIO.
●Maintain strict confidentiality and discretion in all matters related to the CIO and the company.
●Handle miscellaneous PA duties including errands gift purchases.
●Provide coverage for other EAs during absences due to vacation or illness.

スキル・資格

Knowledge and Skills
●General knowledge of the financial industry
●Strong command of English and Japanese
●Excellent communication skills
●Ability to manage multiple tasks simultaneously
●Knowledge of Japanese business protocol and etiquette
●Proficiency in PC applications（Outlook Word Excel PowerPoint）

Experience and Qualification
●Minimum of 5 years’ experience in the financial industry
●TOEIC score of 850 or higher（Required）

Personal Characteristics
●Team oriented
●Proactive
●Flexible
●Friendly
●Self confident
●Good listener
●Strong desire to learn

会社説明

ご紹介時にご案内いたします