SPECIALIZED GROUP Understanding People

Executive Assistant / エグゼクティブアシスタント

年収最大900万円・東京勤務

募集職種

人材紹介会社
スペシャライズドグループ株式会社

求人ID
1621573

業種
その他

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年11月06日 15:14

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

日本語レベル
ビジネス会話レベル

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

Executvie Assistant 9 million Tokyo Ryutsu Center/ Hibiya

Overview

Our client is seeking an Executive Assistant supporting the Japan GM and leadership team in a newly created role. This position offers the opportunity to directly influence executive support processes, coordinate leadership meetings, and engage with global executives, gaining broad business operations exposure. The role includes up to 9 million annual fixed pay with commuting allowance, pension and insurance benefits, and potential for partial remote work depending on the GM's schedule.

Key Responsibilities:

- Manage GM's calendar, travel, and expense arrangements
- Coordinate leadership meetings and prepare agendas and minutes
- Support communication and bilingual materials between Japan and US HQ

- Arrange visits for global executives including logistics and hospitality
- Plan leadership offsites, company events, and industry gatherings
- Handle confidential executive and personnel information discreetly
- Improve meeting, visitor, and approval processes for efficiency
- Support special projects to enhance business operations
- Manage competing priorities across multiple time zones effectively
- Exercise strong judgment in decision-making and confidentiality

Requirements:

- 4+ years executive assistance or relevant business support experience
- Native-level Japanese and business-level English proficiency
- Proficiency in Google Workspace and Microsoft Office
- Experience managing senior executives' calendars and travel arrangements
- Strong judgment and confidentiality handling executive information
- Experience coordinating leadership meetings and preparing materials
- Ability to manage competing priorities across multiple time zones
- Experience with bilingual document translation or interpretation
- Event and offsite planning experience
- Experience supporting foreign-affiliated or global companies is preferred but not mandatory
- Ability to improve and build business processes

Benefits:

- Annual fixed pay up to JPY 9,000,000 including overtime
- Potential for one work-from-home day per week
- Defined contribution pension plan
- Group life and long-term disability insurance

会社説明