DE BORD INTERNATIONAL
Executive Search
Zürichbergstrasse 38 CH-8044 Zürich
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Are you fluent in Japanese? And do you want to be part of a company with high standard products and a strong sense of innovation? Our client – an internationally successful company in Central Switzerland – is looking for a dedicated

Executive Assistant

Main Responsibilities

- General administrative support and internal coordination with the Executive Committee
- Preparation of and participation at management & global meetings, prepare presentation and distribute agenda, take minutes
- Managing the entire agenda of the CEO
- Travel arrangements, bookings and coordination of hotel, flights, taxi, etc.
- Liaison and coordination with Direct Reports and Executive Assistants of the worldwide organization
- Coordination and managing arrangements for guests and KOL
- Expense and budget management
- Translations in Japanese
- Assistance for special social events organized in Switzerland

Your Qualifications

- Completed commercial education
- At least 5 years' experience as an Executive Assistant/Personal Assistant ideally within Japanese environment
- Strong interpersonal skills combined with cultural sensitivity
- Multi-tasking and prioritizing, handling multiple inquiries or customers
- Service-oriented, structured and able to prioritize
- Motivated self-starter with the ability to work independently
- High output / quality orientation
- Good written and oral communication skills in Japanese, English and German
- Good knowledge of MS Office applications

Want to learn more about this opportunity? Please send your application documents by e-mail to info@debord.ch, for the attention of Annina Haller, Communication & Office Manager, or call Andrea Nienaber, Managing Partner DE BORD INTERNATIONAL. Discretion is a matter of course.

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