

# **Baseload Power Japan, General Assistant – 60-100% (Supporting administration, marketing and accounting)**

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## **Company name**

Baseload Power Japan KK

## **Job description**

### **General Assistant – 60-100% (Supporting administration, marketing and accounting)**

If you have any questions about the position or you would like to apply, please email Petter Sund, Country Manager at [petter.sund@baseloadpower.jp](mailto:petter.sund@baseloadpower.jp) and put "General Assistant" in the subject.

#### **? Introduction ?**

Join us to help create a planet in balance that runs on renewable energy. Baseload Power Japan is hiring a General Assistant to help support our Japan operations, including administration, marketing and accounting. If you are a dynamic individual who is passionate about sustainability and thrives in an international environment, this is the role for you. We are a small team with a flat organization and a modern workstyle, and we are looking forward to welcoming you to the team.

#### **? Purpose of Position ?**

To perform a variety of administrative tasks and support our company's senior-level managers. Executive Assistant's responsibilities include managing calendars, making travel arrangements, preparing expense reports, attending to general office matters, as well as supporting marketing and finance teams

Your role will be to contribute to the efficiency of our business by providing personalized and timely support to executive members as well as supporting events with marketing and business development teams. To be successful in this role, you should be well-organized, have great time management skills, and be able to act without guidance. This position requires native level Japanese and fluent English

The right candidate has the opportunity to grow and take on more responsibilities in the future, and this position can be a great way to restart your career after a career break, parental leave etc.

#### **? Duties / Responsibilities ?**

**General**

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Manage executives' calendars and arrange meetings
- Make travel and accommodation arrangements
- Track daily expenses and prepare weekly, monthly, or quarterly reports
- Oversee the performance of other clerical staff
- Act as an office manager by keeping up with office supply inventory
- Format information for internal and external communication – memos, emails, presentations, reports
- Help prepare and take minutes for meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system
- Oversee office purchase agreements
- Arrange activities for employees (e.g., afterwork, company outings, etc.)
- Organizing meetings and booking meeting rooms
- Handling correspondence directed to managers
- Making travel arrangements and detailed travel itineraries
- Producing reports and presentations
- Maintaining current filing and database system, and looking for ways to improve current systems
- Provide general administrative support
- File and retrieve corporate records, documents, and reports
- Research and organize data to prepare documents for review and presentation by boards of directors, committees, and executives
- Greet visitors and decide if they should be able to meet with executives
- Use various software, including word processing, spreadsheets, databases, and presentation software
- Read and analyze incoming memos, submissions, and distribute them as needed.
- Open, sort, and distribute incoming faxes, emails, and other correspondence

### **Marketing**

- Assist incoming leads through info email and phone.
- Partially assist marketing activity in contact, meeting arrangement, and general logistic, if needed.

### **Finance and accounting**

- Payment list maintenance and payment arrangement with the accounting firm
- Assist finance manager

### **?Competencies?**

The following competencies are expected:

- Communication – Able to convey ideas clearly to various stakeholders in both English and Japanese
- Ownership Mindset – Take ownership of tasks, work independently and act proactively to meet goals set by company executives.

- Adaptability – Able to recognize changes and adapt appropriately. Have the curiosity to self-reflect, capture learnings, and refine work methods or processes for continuous improvement.
- Time Management – Able to prioritize tasks and handle urgent matters at once
- Confidentiality – Able to deal with sensitive information and handle essential documents
- Resilience – A personal ability to bounce back when discouraged, learn from your mistakes, and collaborate with others to overcome any hurdle
- Innovative – An openness to new ideas for improving the way we work and how we build our business and plants
- Visionary pioneering – Ability to recognize and seize opportunities, and not let the risk get in the way of doing what is right or inspiring others to achieve desired results together

#### **?Requirements / Education / Qualifications?**

- 3-5 years' work experience as an Executive Assistant, Personal Assistant, Marketing Assistant, Accounting Assistant or similar role
- Bachelor's degree in administration or similar
- Excellent English and Japanese verbal and written communication skills
- Experience from marketing and/or accounting is a plus
- Overseas work or studies experience is a plus
- Excellent MS Office and IT knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Discretion and confidentiality

#### **Email**

petter.sund@baseloadpower.jp