

EXECUTIVE ASSISTANT - JOB DESCRIPTION

About Shift Energy Japan, KK (SEJ)

SEJ is a specialized team with offices around the world and headquarters in Japan. Our mission is to shape the future of the energy industry, with a main focus on solar. We are a dynamic team that pulls from all areas of expertise across business, arts and sciences. Our company nurtures deep relationships across all aspects of the solar sector in Japan.

SEJ creates value for: Energy end customers, channel partners (installers of solar), financiers, suppliers of solar systems and solar development teams.

Our primary focus is relationships. Our company succeeds based on how we maintain, nurture and cultivate our relationships both internally and externally. Our teammates and our company are Passionate, Relationship focused, Innovative, Committed, Edgy, United and Professional.

Overview

We are looking for energetic, intellectual, curious and ambitious people to join our team as in the role of Executive Assistant to support top level executives by providing administrative support, scheduling meetings, taking notes, and arranging travel. If you are looking to make an impact, are passionate about energy and have strong quantitative and communication skills, we would love to talk to you! This position will be undertaking a wide variety of tasks to support executives.

Main responsibilities

- Managing and maintaining schedules, including scheduling travel, meetings and conferences
- Making appointments and maintaining Outlook calendar
- Answering and directing calls to appropriate parties, taking messages
- Preparing expense reports
- Recording meeting discussions and providing minutes
- Maintaining inventory and office supplies, anticipating office needs and evaluating new office products
- Placing and often expediting orders when necessary
- Supporting international executives with navigation of Japan including modest translation efforts

Key skills

- Problem solving ability
- Positive energy
- Experience facing challenges with both failures and successes
- MS Office with a focus on Outlook calendar and PowerPoint
- Strong English language skills(spoken and written)
- Ability to ask and answer the question “What do I know?” in order to come to a solution quickly
- Strong organizational skills

Opportunities for a successful candidate

- Based in Japan, you will be able to experience an enjoyable, dynamic, global working environment with teammates from different backgrounds, and overcome challenges you have never experienced
- You will learn about electricity, power and energy: Essentials for our life. With this knowledge you can develop expertise on energy in Japan
- You will learn the importance of communication skills, specifically setting goals for interactions and tailoring messages to achieve goals
- You will learn the importance of learning from being wrong and its value in your life
- If you dedicate yourself, you will have opportunity to be on an exponential learning curve which will grow your skills on a personal and professional level in ways you never imagined
- You will be able to work closely with teammates and experienced managers in this industry
- You will learn how to prioritize tasks and your time
- You will be able to observe how skilled professionals act and react, from which you can learn what you never could in school

Compensation structure

- Competitive with market
- Based on experience
- Aligned with performance

To apply for this position, please submit your resume to info@shiftenergyjapan.com.