



Administrative Assistant – Office of the President

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

DESCRIPTION:

The Administrative Assistant, Office of the President is an essential role that will provide the administrative backbone for the office of Japan Society's President & CEO, Dr. Joshua Walker, and key members of the leadership team. The role will be responsible for ensuring smooth calendar management, logistical coordination for internal and external meetings, travel booking and other key operational duties. The role reports to the Manager, Office of the President & Board Liaison.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain multiple executives' calendars and schedule meetings and appointments internally/externally
- Coordinate logistics for internal and external meetings, including calendar invitations, meeting room reservations, and A/V needs
- Answer phone calls with proper call screening, forwarding, and message taking
- Provide general support to visitors
- Book travel arrangements: including flights, car services, hotels and itineraries
- Provide general administrative support to ensure efficient operation of the office
- Maintain the organization's records
- Additional projects/duties may be assigned by the Executive Team as bandwidth allows

QUALIFICATIONS

- 1-3 years of administrative support experience in a professional office setting
- Bachelor's Degree and/or equivalent work experience
- Proficient with Microsoft Office 365
- Excellent time management skills and ability to multi-task and prioritize work in a fast-paced environment
- Highly motivated, results-oriented self-starter with good work ethic
- Attention to detail and outstanding listening and follow up skills
- Bilingual in English and Japanese is preferred but not necessary
- Proof of vaccination needed

TO APPLY: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org