

Job Title: Executive Assistant to the CEO

What you'll be doing:

- Calendar Management: Coordinate and manage the CEO's schedule, ensuring effective time utilisation and prioritising key appointments, meetings and 1:1s with direct reports.
- Communication: Act as a liaison between the CEO and internal/external stakeholders, handling emails, calls, and correspondence with professionalism and confidentiality. •
- Travel Arrangements: Organise complex international travel itineraries, including flights, accommodations, and ground transportation in line with company policies.
- Meeting Coordination: Book meeting rooms / venues, prepare agendas, presentations, actions, collate relevant materials, and ensure seamless execution and follow up of meetings. Follow up on action items and deadlines.
- Task Prioritisation: Identify and prioritise tasks to streamline the CEO's workflow, ensuring deadlines are met and goals are achieved.
- Confidentiality: Handle sensitive information with the utmost discretion and maintain confidentiality on all matters related to the CEO's office.
- Document Preparation: Draft and edit reports, presentations, and other documents as required, review as needed and share as required.
- Expense support: Process executives' expenses and manage direct report expenses process.
- Ad hoc Support: Provide support on special projects, initiatives, events, conferences, type minutes when required and support on any additional tasks assigned by the CEO.
- Note: This role may require occasional flexibility in working hours to accommodate the CEO's schedule and international time zones and Leadership diaries.

What experience you'll bring:

- Proven experience as an executive assistant in a similar fast paced organisation.
- Fluency in English and Japanese is essential.
- Exceptional organisational and multitasking skills.
- Ability to interface and communicate with executive and senior management across all business functions.
- Strong written and verbal communication skills.
- Capable of working under pressure and using own initiative with minimal supervision.
- Proficiency in Microsoft Office suite, Excel, PowerPoint, and other relevant tools
- Professionalism and discretion in handling confidential information.
- Excellent interpersonal skills and the ability to work with diverse teams.
- Proactive and solution-oriented mindset.
- High level of adaptability, problem solving and resilience.
- Emotionally intelligent and culturally aware

Who we are:

We're a business with a global reach that empowers local teams, and we undertake hugely exciting work that is genuinely changing the world. Our advanced portfolio of consulting, applications, business process, cloud, and infrastructure services will allow you to achieve great things by working with brilliant colleagues, and clients, on exciting projects.

Our inclusive work environment prioritises mutual respect, accountability, and continuous learning for all our people. This approach fosters collaboration, well-being, growth, and agility, leading to a more diverse, innovative, and competitive organisation. We are also proud to share that we have a range of Inclusion Networks such as: the Women's Business Network, Cultural and Ethnicity Network, LGBTQ+ & Allies Network, Neurodiversity Network and the Parent Network.

For more information on Diversity, Equity and Inclusion please click here: [Creating Inclusion Together](#)

What we'll offer you:

We offer a range of tailored benefits that support your physical, emotional, and financial wellbeing. Our Learning and Development team ensure that there are continuous growth and development opportunities for our people. We also offer the opportunity to have flexible work options.

For more information on NTT DATA UK & Ireland please click here: [NTT DATA](#)

We are an equal opportunities employer. We believe in the fair treatment of all our employees and commit to promoting equity and diversity in our employment practices. We are also a Disability Confident Committed Employer - we want to see every candidate performing at their best throughout the job application and interview process, if you require any reasonable adjustments during the recruitment process, please let us know and we look forward to hearing from you.