



Executive Assistant

Summary

Invast Global is looking for a passionate and talented Executive Assistant, who is fluent in Japanese, to become an integral part of our team. You will be working closely with and supporting our CEO as well as the executive team. If you enjoy an entrepreneurial and fast-paced environment, this role is for you.

Invast Global

to retail brokers, hedge funds, asset managers, proprietary trading firms and banks.

The milestones have been accumulating fast for our firm, with its institutional client base growing strongly worldwide and a particularly strong penetration into the retail broker and hedge fund space. The company has received numerous highly respected industry awards, often beating larger, globally renowned investment banks.

Our JASDAQ-listed Japanese parent company (Invast Securities Co.) has a 60-year history as a Forex and Securities brokerage and enjoys stable, long-standing relationships with numerous tier-one bank prime brokers.

Responsibilities

Our ideal candidate is a team player who will undertake the following activities:

- Translation for the CEO of meetings held in Japanese;
- Preparation of agendas, minutes and action items for board meetings and key team meetings;
- Communications management (CEO calendar, emails and correspondence);
- Coordination of business events, lunches and dinners;
- Office management support (ordering, booking, etc);
- Travel and accommodation bookings;

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Office: +61 2 9083 1333, E-mail: support@invast.com.au
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Executive Assistant Continued

Essential Qualifications

Our ideal candidate has:

- ✓ Fluent Japanese language abilities;
- ✓ Minimum experience of 3 years in a similar role;
- ✓ Proficiency in the Microsoft Office suite;
- ✓ Strong organizational and management skills;
- ✓ Excellent communication skills and ability to express your opinion;
- ✓ Exceptional planning and execution skills;
- ✓ Outstanding attention to detail.

Preferred Skills

- ✓ Japanese translation abilities;
- ✓ Financial markets or technology-related working environment experience;
- ✓ Highest levels of confidentiality and integrity;
- ✓ Adaptable to change and demonstrates initiative;
- ✓ Effective collaborator who can establish and maintain productive working relationships at all levels of the organization;
- ✓ Willingness to take over responsibility and able to act under pressure;
- ✓ Active learner with the ability to continually stay on top of the latest technologies.

Disclaimer: This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification and it may be changed by management at any time. Other duties may also apply. Nothing in this job description changes the at-will employment relationship existing between the Company and its employees.

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