Downloaded from <https://www.velvetjobs.com/job-descriptions/corporate-assistant>

# Example of Corporate Assistant Job Description

Our company is growing rapidly and is looking for a corporate assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate assistant

* Undertake the documentation and responses to all client enquiries and allocated Service Request messages within agreed time frames
* Escalate all matters which may present a potential issue or loss to the Team Leader
* Reconciles accounting statements
* Updates procedures /trains others on policies and procedures for the area
* Designs presentations
* Monitors phone which includes, screening calls, taking messages, responding to inquiries and directing calls as appropriate
* Composes and edits routine to complex documents
* Schedules appointments, meetings, conferences and makes travel arrangements
* Research and prepare content for internal and external materials such as brochures, key messages, press releases, website copy, social media, newsletters and presentations
* Prepare and distribute traditional social media monitoring reports

## Qualifications for corporate assistant

* Fluent both in Japanese and English (both written and verbal, some English–Japanese and Japanese-English translation tasks to be given occasionally)
* Sales support experience gained within banking, accountancy, legal, commercial property or professional services
* A passion for excellence in customer service delivery
* Confidence, professionalism, integrity and a strong sense of accountability
* Strong verbal and written communication skills with sound computer literacy
* Banking experience is preferred however not essential