



Job Information

Job ID: 69259
Job Title: Client Service & Marketing Support
Recruiter: East West Consulting K. K.
Company Name: East West Consulting
Division: Tokyo
Company Type: International Company
Job Type: Full-time
Location: Tokyo - 23 Wards
Salary: 7 million yen 10 million yen
Salary Bonuses: Bonuses paid on top of indicated salary.
Date: October 23rd, 2008 11:28

General Requirements

Employment Experience: Over 1 year
Career Level: Entry Level
English: Business Level
Japanese: Native
Education: Bachelor's Degree
Visa Status: Japanese national or permission to work in Japan required

Job Description

Major Accountabilities/Principal Responsibilities:

- Produce daily, weekly, monthly and quarterly client reports using internal proprietary systems and external vendor applications.
- Perform research, analyze data and follow up with other departments to answer ad hoc client queries on a wide variety of topics.
- Coordinate account opening, maintenance and closing processes.
- Assist with requests for proposals and production of marketing materials.
- Work with Client Service Executives and Portfolio Managers to prepare information for client review meetings
- Ensure data accuracy in internal systems

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Required Skills

Key Skill Requirements:

- ? Ability to communicate effectively, both verbally and in writing in both Japanese and English.
- ? Impeccable attention to detail and the ability to learn, retain and apply considerable amounts of information
- ? Ability to complete simultaneous tasks while under significant time pressure
- ? Minimum of 3 years experience in asset management industry
- ? Fixed income knowledge and understanding of basic investment concepts
- ? Proficiency with Microsoft Excel; VBA experience a plus

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Company Description

Since 1987 East West Consulting has helped a broad array of international companies achieve success in the Japan market. We are widely recognized as Tokyo ' s leading executive search firm. Our clients range from many of the most prominent Fortune 500 companies to dot-com start-ups and successfully emerging enterprises that we are proud to have helped through the establishment phase. East West ' s unique recruiting system has been specifically designed for and honed in Japanese market conditions, by executive search professionals with many decades of cumulative experience here, and our clients can benefit from a number of distinctive advantages.