



## Marketing and Client Service/ マーケティング＆クライアントサービス

世界各国に展開する外資系資産運用会社 ハイブリット勤務可能

### Job Information

**Recruiter**

Ascent Global Partners

**Hiring Company**

Foreign Asset Management Firm.

**Job ID**

1461633

**Industry**

Asset Management

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

May 13th, 2024 09:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

The Senior Associate, Marketing and Client Service will be responsible for sourcing, updating, deploying and governing Japanese content used to support the firm's client-facing teams through the timely production of content for client meetings and events as well as publishing via public/private websites.

- Collaborate with internal teams across the globe including Marketing, Legal, Compliance, Research, Portfolio Management and Investment Solutions from content deployment to localization
- Manage overall progress of marketing initiatives, campaigns and events
- Proactively monitor, measure, and report on marketing program analytics
- Be a point of contact for ad-hoc requests arising from sales channels

- Prepare and edit content and materials for publication from start to finish
  - Support and provide quality control to client service colleagues in generating standard and customized reports, RFP/RFI, Pitch Books, DDQ
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## Required Skills

- 5+ years of experience in marketing, communications and/or client service in asset management
  - Team oriented, willing to contribute to a collaborative environment by demonstrating analytical skills
  - Excellent written and verbal communication skills in both English and Japanese
  - Self-starter and forward planner, with strong project management skills
  - Capable of managing multiple projects and tasks with timely delivery
  - Strong knowledge of Excel, PowerPoint and other general application (i.e. Power BI, OneDrive)
  - Exceptional attention to detail
  - Discretion to handle confidential or sensitive information
  - Strong interest in learning and challenging new areas including software applications
  - A bachelor's degree in communications, marketing, journalism, or related field strongly preferred
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## Company Description