



JAC Recruitment

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USA



PR/086585 | Japanese Bilingual Corporate Access Specialist

Job Information

Recruiter

JAC Recruitment USA

Job ID

1541137

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client (Global Financial Company) is looking for a Japanese Bilingual Corporate Access Specialist.

This is a hybrid role, and the role requires to commute to NYC office 3 times a week.

RESPONSIBILITIES

- Execute events and manage logistics for US-based Japan non-deal roadshows, virtual events, conferences.

- Manage itineraries, create and update marketing materials
- Ability to maintain existing relationships with Japanese corporate clients based in US (Local IR Officers).
- Work closely with institutional equity sales, Tokyo banking team, and investor relations teams

REQUIREMENTS

- 3-5 years relevant experience (financial sector event planning)
- Understanding of the equity landscape; analysts, institutional clients, corporate clients
- Proficiency in Excel, Outlook, PowerPoint, IPreo, FactSet, Salesforce
- Excellent communication skills.
- Japanese / English bilingual (Read, write and speak)
- Proven attention to detail and Solutions oriented approach
- Preferably have experience in Japan Corporate Access, but not necessary
- Hold Series 7 and 63 license or Have capability to pass Series 7 and 63 within 3 months (Required for the role)

SALARY

Salary range is USD 100,000 - 150,000 (Depending on the experiences)

BENEFITS

- Medica, Dental, Vision 401K and other benefits.

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Company Description