

**MichaelPage**

www.michaelpage.co.jp

## Team Assistant - Financial Services

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1542348

**Industry**

Private Equity Fund, Venture Capital

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5 million yen

**Refreshed**

May 26th, 2025 18:01

#### General Requirements

**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

You will be responsible office management and secretary tasks to ensure smooth back-office operation and enable a comfortable office and working environment.

#### Client Details

Based in Tokyo, the company has been providing high-quality financial services with mission to extend financial inclusion across the globe.

#### Description

- Manage calendar and meeting arrangement
- Arrange business trips, visa for visitors
- Assist with document creation and signing process
- Handle office inquiries and event planning
- Oversee KYC process on vendors prior to signing contracts

#### Job Offer

- Permanent position
- English is the main language in office
- Work-life balance with minimum overtime

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

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## Required Skills

- Fluent communication in English and Japanese (native level)
  - Working experience in office admin, assistant, secretary
  - Ability to manage various administrative tasks in a timely manner
  - Hospitality mindset, strong interpersonal and communication skills
  - Proactive, commitment to company's goal achievement
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## Company Description

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