

**MichaelPage**

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## Corporate Access

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1544911

**Industry**

Investment Banking

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Hourly Rate**

¥2400 - ¥2600

**Refreshed**

June 17th, 2025 14:11

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

#### Job Description

Corporate Access position at leading global financial institution. This position will arrange and support events and workflow including one on one meetings.

世界的な金融機関でのコーポレートアクセスポジションです。1対1のミーティングを含むイベント・業務の調整およびサポートを行います。

**Client Details**

Leading global financial institution specializing in investment banking, asset management, and securities based in the US.

アメリカに拠点を置く、投資銀行業務、資産運用、証券業務を専門とする世界的な金融機関。

**Description**

This position will be responsible for arranging one on one meetings and provide support on other events and other workflow.

このポジションは、1対1のミーティング調整やその他のイベント・業務のサポートを担当します。

#### Job Offer

- 9:00-17:30
- Commutation allowance
- Social Insurance

- 9:00-17:00
- 交通費全額支給
- 社会保険加入

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Aino Takagaki at +81368328913.

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#### Required Skills

- JSDA 1 licence
- Business level Japanese and English
- Proficiency in MS Office

- JSDA(証券外務員)一種
- ビジネスレベルの英語力
- MS Officeの高いスキル

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#### Company Description

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