



Compliance Officer (Real Estate - Asset Management)

International Company | Flexibility

Job Information

Hiring Company

inthehood, LLC

Job ID

1552560

Industry

Asset Management

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Marunouchi Line, Kasumigaseki Station

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 12:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

ABOUT THE JOB

Dash Living Japan is a fast-growing provider of modern urban living solutions, managing a diverse and expanding portfolio of residential assets across Japan. We are currently seeking a dedicated Compliance Officer to lead the licensing process for our asset management business and to establish and maintain a strong internal compliance framework.

This is a unique opportunity to play a critical role in our growth journey, particularly in supporting our application for an Investment Advisory and Agency (IAA) license through Japan's Financial Market Entry Office (FMEO), a process specifically designed for foreign-affiliated companies.

ROLE OVERVIEW

As the Compliance Officer, you will lead the end-to-end process of applying for and maintaining our IAA license. You'll ensure all compliance activities are carried out effectively and in line with Japanese laws and global standards, with all reporting and communication conducted in English due to FMEO requirements.

You'll also help maintain our asset management company as a Kabushiki Kaisha (KK) by supporting corporate governance activities such as organizing quarterly board meetings. This is a key leadership role that will directly contribute to Dash Living Japan's long-term success.

WHAT YOU'LL DO

- Serve as the primary compliance advisor to Dash Living Japan.
- Lead the application process for the Investment Advisory and Agency (IAA) license, ensuring full regulatory compliance and successful acquisition.
- Maintain license requirements and manage ongoing communication with regulatory authorities (e.g., Financial Services Agency and FMEO).
- Prepare and submit compliance reports in English, as required by FMEO.
- Develop, implement, and update internal compliance policies, manuals, and training materials.
- Coordinate with the Compliance Committee and serve as a liaison for internal and external stakeholders.
- Monitor internal adherence to legal and regulatory requirements.
- Conduct internal audits and manage audit plans.
- Review contracts and legal documentation from a compliance perspective.
- Handle incident responses, investigations, and compliance-related claims.
- Coordinate with external legal counsel as needed.
- Maintain corporate governance of the Kabushiki Kaisha, including organizing quarterly board meetings and record-keeping.
- Deliver compliance training and updates to employees and management.
- Provide legal administrative support and perform paralegal tasks as necessary.

WHAT WE OFFER

- Being a passionate creator and influencing Japan's hospitality market
- Ability to experience other business functions and room for growth within
- Immersion in a dynamic entrepreneurial environment
- Bottomless artisanal coffee, tea, and beer!
- Flexible working locations throughout the city
- Networking and meeting guests from around the world

Required Skills

WHAT WE'RE LOOKING FOR

- Minimum 3 years of compliance experience in asset management, investment advisory, or real estate sectors.
- Native-level Japanese proficiency essential for regulatory communication and documentation.
- Strong knowledge of compliance regulations related to investment advisory and/or real estate industries.
- Excellent teamwork and leadership skills with the ability to motivate teams toward strict compliance.
- Self-motivated, positive, and proactive with a strong desire to grow within a fast-expanding company.
- Proficient in Microsoft Excel, PowerPoint, and Word.
- Professional working proficiency in English is a plus.

Company Description