



Asset Management Specialist

Job Information

Hiring Company

NES Polarities Co. Ltd.

Job ID

1555955

Industry

Other (Infrastructure)

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

40 hours per week

Refreshed

August 21st, 2025 16:36

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Interested in starting a career in renewable energy?

Our client is looking for an asset manager to join their growing solar energy business.

You will be joining a friendly team in a low stress environment, where everyone is trusted to manage their own schedules and get the job done.

You will be a part of a startup style work environment that allows you to contribute and grow as the company grows, with

opportunities to collaborate across teams.

The office is located within 5 minutes' walk of three Tokyo Metro stations with hybrid work available after 3 months of on the job training.

Key responsibilities are handling documentation and contracts with financial institutions, so experience in the renewable energy industry is not required, as the focus is on the skillset and drive you bring to the organization.

Native-level Japanese (reading and writing essential); English proficiency is nice to have.

Required Skills

RESPONSIBILITIES

- Manage legal and insurance-related transactions, including acquisitions, refinancing, renewals, and claims.
- Coordinate with external stakeholders such as lenders, insurance providers, EPC/O&M contractors, and consultants.
- Oversee asset operations for solar power plants post-acquisition, including pipeline projects totaling up to 1 GW.
- Lead closing procedures during acquisitions and manage SPCs throughout construction and operational phases.
- Maintain investor and lender relationships and ensure timely reporting and compliance.
- Draft, review, and organize documentation such as sales reports, performance reports, and due diligence materials.
- Support financial management, bookkeeping, tax handling, and corporate legal affairs.
- Identify and implement improvements to internal workflows and documentation standards.
- Contribute to team-building and strategic planning initiatives.

EXPERIENCE

- 3–5+ years of experience in asset management, legal, insurance, compliance, or transaction support roles.
 - Background in renewable energy or real estate is preferred but not required.
 - Strong documentation and organizational skills; paralegal or insurance experience a plus.
 - Proven ability to manage multiple projects and communicate effectively with internal and external stakeholders.
 - Native-level Japanese (reading and writing essential); English proficiency preferred.
 - Comfortable working in a startup environment with ambiguity and evolving processes.
 - Proactive, detail-oriented, and self-driven with a commitment to high-quality service.
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Company Description