

**MichaelPage**

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## Part-Time Compliance

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1557522

**Industry**

Asset Management

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Refreshed**

September 5th, 2025 14:36

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

Compliance position at the leading global asset management firm based in the U.S. This position is responsible for reviewing compliance of marketing/solicitation materials, post-trad monitoring, and other administrative support related to compliance.

#### Client Details

A leading global asset management firm based in the U.S.

#### Description

- Compliance review of marketing and solicitation materials
- Post-Trade Monitoring
- Administrative support for the Compliance Officer (e.g. meeting minutes)
- Other ad hoc compliance-related tasks

#### Job Offer

- 15-20hours/week (specific working days and hours can be discussed)

- Salary negotiable

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

- Compliance experience in Financial Services (Experience in Asset Management firm is a plus)
  - Fluent Japanese and Strong English communication skills (especially reading and writing)
  - Comfortable working independently and supporting a single team member
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### Company Description

A leading global asset management firm based in the U.S.