

Sales Support - European Asset Management

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Job Information

Recruiter

[Michael Page](#)

Job ID

1559476

Industry

Asset Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 10 million yen

Refreshed

September 24th, 2025 14:45

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

In this position, you will play a key role in enabling the sales team to focus on clients by managing essential support and administrative tasks.

Client Details

The company is a global financial services organization with a collaborative and multicultural team in Tokyo. They offer a supportive environment where your ideas and initiative are valued, and you'll have the chance to work closely with both local and international colleagues.

Description

- Manage and coordinate team-wide sales initiatives and projects
- Support client-related activities, including preparing presentation materials
- Maintain and update CRM databases with client and pipeline information
- Propose and implement improvements to administrative processes
- Organize and coordinate visitor schedules and internal meetings
- Provide business analytics and administrative support to the sales team and management

Job Offer

- Opportunity to work in a multicultural, international setting
- Direct impact on team success and business growth
- Professional development and exposure to global best practices

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

Required Skills

- Bachelor's degree required
 - Detail-oriented, proactive, and eager to improve processes
 - Strong team player with a collaborative mindset
 - Self-starter with a "can-do" attitude, willing to take on diverse tasks
 - Excellent communication skills in both Japanese and English
 - Comfortable working in a small, dynamic team and under pressure
 - Skilled with technology and business tools; financial services experience is a plus
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Company Description

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