



## Team Assistant/チームアシスタント

未経験から外資PEで国際経験を積める！海外出張ありの成長環境！

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Job ID**

1579466

**Industry**

Private Equity Fund, Venture Capital

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 7 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Refreshed**

April 30th, 2026 00:00

### General Requirements

**Career Level**

Entry Level

**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

**Company overview:**

A Tokyo-based private equity firm focused on Japanese mid-market consumer companies, the organization leverages strategic investment and operational expertise to help businesses expand internationally. Backed by major Asian conglomerate and financial institution partners, it supports growth in sectors such as food & beverage, beauty & wellness, and digital media. The firm typically invests in companies with strong potential for cross-border expansion, aiming to create sustainable value through governance, market access and strategic guidance.

**Key Responsibilities**

1. Support daily team operations, including calendar coordination, travel arrangements, visa preparation, and other logistical tasks to ensure smooth business activities.
2. Provide assistance with administrative, finance-related, and general office duties as instructed.
3. Contribute to investment team initiatives by helping prepare presentations and marketing materials, coordinating meetings and events (with occasional travel as needed), and carrying out additional assignments directed by the Managing Partner.

**Qualifications**

1. Bachelor's degree (or expected completion in the near future).
2. High-level communication skills in both Japanese and English, written and spoken.
3. Strong work ethic with the ability to manage multiple priorities efficiently.
4. Detail-oriented, proactive, and eager to develop new skills.
5. Able to work both independently and as part of a collaborative team.
6. Proficient in Microsoft Office tools including Word, Excel, Outlook, and PowerPoint.

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Company Description