



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 2nd, 2026 01:00

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.

Company Description