



Business Support Analyst

外資系証券会社での募集です。秘書のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資系証券会社

Job ID

1585245

Industry

Securities

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 9 million yen

Work Hours

08:50 ~ 17:00

Holidays

詳細は求人ご紹介時にご案内いたします。

Refreshed

May 30th, 2026 17:00

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

【求人No NJB2369147】

Position Description

This position is responsible for providing comprehensive operational and administrative support to the Japan office with a primary focus on supporting the Country Head and the COO in their day today business activities. The role plays a key part in ensuring the smooth execution of management priorities and operational workflows across the Japan business.

The incumbent will support sales related administrative activities including coordination of internal

processes documentation and follow ups while working closely with relevant internal teams. In addition this role will be responsible for coordinating internal arrangements for visitors from overseas offices acting as a key point of contact to ensure effective communication and seamless cross border collaboration.

This position is essential to the effectiveness of the Japan office contributing to operational efficiency supporting senior management decision making and enabling front office teams to focus on client engagement and business development in the Japanese market.

Required Skills

- Graduate with 15+ years of relevant experience in Operation management covering Business Operations Audit management Office administration Leadership Reporting Team Management.
 - A proactive solution provider who can drive management initiatives to achieve desired objectives.
 - Experience working with leadership teams.
 - Excellent presentation communication skills.
 - Proficient in budget planning tracking and reporting
 - Must be a proactive self starter with the ability to meet deadlines
 - Good computer knowledge in Excel PowerPoint and Word
 - Highly organized and disciplined
 - In addition to Japanese Good command of written and spoken English
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Company Description

ご紹介時にご案内いたします