

【英語を活かす】コンプライアンスアソシエイト/ Compliance Associate

不動産管理会社にて、コンプライアンスアソシエイトの求人がございます。

Job Information

Recruiter

Robert Walters Japan (ロバート・ウォルターズ)

Hiring Company

不動産管理会社

Job ID

1593128

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 12 million yen

Holidays

完全週休2日制, 土日祝日休み

Refreshed

June 5th, 2026 00:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

A leading real estate and residential property management company is looking for a Compliance Associate. The selected candidate will support compliance frameworks, risk assessments, and internal controls while ensuring regulatory adherence and operational integrity. This is a hybrid setup role.

A dynamic real estate and residential property management company specialising in high-quality housing solutions, asset management, and tenant-focused services across the market. Known for its strong local expertise and commitment to operational excellence, it delivers reliable property solutions while supporting career growth for professionals in property management, real estate operations, and customer service.

Keywords:

コンプライアンス, 内部統制, リスク管理, 監査対応, ガバナンス, 法令遵守, ITコンプライアンス, 規制対応, 求人, 外資系

Job Ref: KLA EZB

Responsibilities:

- Support development, implementation, and maintenance of compliance policies and procedures

- Conduct and oversee risk assessments to identify compliance risks in operations and investment strategies
- Implement quarterly and annual compliance and control checks
- Support IT compliance including user access reviews and coordination with internal and external stakeholders
- Coordinate with internal teams to ensure timely submission of compliance deliverables
- Investigate compliance breaches and recommend corrective actions
- Support compliance training programmes to promote a strong compliance culture
- Communicate policy updates and compliance requirements to internal stakeholders
- Plan and manage internal control audit processes and coordinate audit activities
- Review identified issues and propose mitigation actions
- Monitor and ensure completion of corrective actions

Requirements:

- 5-7 years of relevant experience in compliance or control-related roles in domestic or international firms
- Experience in compliance frameworks, risk assessment, and internal controls
- Knowledge of real estate market
- Proficient in MS Office Suite
- Ability to coordinate projects across multiple stakeholders
- Native level Japanese; business level English

Company Description

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.