Institutional Sales & Investor Relations Associate/投資家向け営業支援

世界的投資会社で機関投資家営業を担うポジション

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Job ID
1594564

Industry
Investment Banking

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
October 30th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Position: Institutional Sales Client Solutions Associate

Company: Global Investment Firm
Location: Tokyo, Japan
Employment Type: Full-time

Overview

A global investment organization is seeking an Institutional Sales Client Solutions Associate to join its Tokyo office. This position supports institutional fundraising and client relationship activities within the private markets sector while working closely with both local and international teams.

The role is ideal for professionals interested in building a long-term career within private markets, institutional sales, and investor relations in a highly collaborative and entrepreneurial environment.

Key Responsibilities

- Support senior team members with:
  - Client presentations and pitches
  - Product updates
  - Meeting preparation
  - Fundraising initiatives
- Manage various tasks related to:
  - Product reporting
  - Internal stakeholder requests
  - Client inquiries
- Initiate, organize, and participate in meetings, calls, and visits with institutional investors
- Support the preparation of institutional due diligence materials (IHDDs)
- Conduct investor landscape mapping and market research for new target markets
- Coordinate and attend client events and networking activities
- Collaborate with cross-functional teams across Japan and global offices

Requirements

Education

- Bachelor’s degree in:
  - Finance
  - Accounting
  - Economics
  - Related disciplines preferred
- Degree from a top-tier university preferred

Experience

- Minimum 2–3 years of experience in:
  - Business development
  - Institutional sales
  - Marketing
  - Financial services
  - Reporting or related finance functions
- Prior exposure to private markets or alternative investments preferred

Skills & Competencies

- Strong analytical and presentation skills
- Excellent interpersonal and relationship-building abilities
- Strong organizational and networking capabilities

- High attention to detail and quality
- Self-motivated, collaborative, and eager to learn
- Ability to thrive in an entrepreneurial and fast-paced environment
- Passion for private markets and institutional investing

Language Requirements

- Native-level Japanese
- Business-level English proficiency (written and verbal)

Benefits

- International and collaborative working environment
- Career growth opportunities within a growing global organization
- On-the-job training and mentorship opportunities
- 25 vacation days annually
- One-month sabbatical after every five years of service
- Lunch allowance
- Team events and volunteer activities supporting local communities

Company Description