Receptionist - Global Asset Management

Exclusive job

Leading International Financial Services

Job Information

Recruiter
Cornerstone Recruitment Japan K.K.

Hiring Company
US Asset Management Firm

Job ID
1596982

Industry
Asset Management

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
About half Japanese

Job Type
Temporary

Location
Tokyo - 23 Wards, Chiyoda-ku

Train Description
Hanzomon Line, Otemachi Station

Salary
4 million yen ~ 5 million yen

Salary Bonuses
Bonuses included in indicated salary.

Salary Commission
Commission included in indicated salary.

Hourly Rate
2300

Work Hours
9:00 to 18:00

Holidays
All Weekends & National Holidays. 10 days Annual Leave

Refreshed
November 1st, 2026 03:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

This position is the face of the business, providing the first impression of the business to their clients. You will be the first voice people hear and the first face they see when they enter the office and representing a firm that manages assets for some of the most sophisticated investors in the world. The firm provides an excellent envirionment to develop your professional career with one the most high profile companies in the world.

Required Skills

- Greet and welcome institutional clients, investment partners, and senior executives with a polished and attentive manner
- Manage all front-desk operations including calls, visitor management, and meeting room coordination
- Liaise with internal teams; investment, legal, compliance, and operations to ensure seamless scheduling and logistics
- Handle incoming and outgoing correspondence, couriers, and sensitive documentation with discretion
- Coordinate catering and preparation for board-level meetings, investor presentations, and client events
- Support the Office Manager and executive assistants with administrative tasks as needed
- Maintain the front-of-house environment to the highest standards of presentation at all times

Company Description