



## 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

June 12th, 2026 11:42

#### 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

**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 environment to develop your professional career with one of 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**