



[Investment Professional] - Analyst to Investment Manager

Job Information

Recruiter

SPOTTED K.K.

Hiring Company

Global Leading Private Investment Firm

Job ID

1609581

Industry

Private Equity Fund, Venture Capital

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience ~ 20 million yen

Refreshed

September 9th, 2026 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

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

Key Responsibilities

Investment Analysis & Evaluation

- Research and analyse potential investment opportunities
- Conduct due diligence, including financial modelling, market analysis and risk assessment
- Prepare and present materials for the investment committee

Deal Execution

- Lead negotiations and structuring of investment deals
- Coordinate smoothly with legal, financial, administrative and business divisions
- Manage documentation and the deal closing process

Portfolio Management

- Monitor and support portfolio companies in achieving strategic and financial goals
- Facilitate business development and strategic initiatives for portfolio companies
- Prepare regular performance reports for internal and external stakeholders

Market & Industry Research

- Track market trends, industry developments and the competitive landscape
- Identify new opportunities and risks within the investment environment
- Build and maintain a network of industry contacts and experts

Relationship Management & Collaboration

- Build and maintain close relationships with entrepreneurs, co-investors and other stakeholders
- Represent the team at industry events and conferences
- Foster a collaborative, supportive environment within the investment team
- Explore synergy opportunities through close collaboration with internal business divisions

Required Skills**Mandatory**

- Minimum of 2-3 years' experience in VC, CVC, private equity, business development IBD, Strategy consulting or a related field
- Business-level Japanese and business-level English, both spoken and written

Desired

- MBA or an advanced degree in a related field
- Relevant qualifications such as CFA, CPA or CMA
- Proficiency with data analysis tools (e.g. Excel, Python, R)
- Experience working on international investment deals

Company Description