

[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
November 18th, 2026 05:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Entry Level

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

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