Capital Markets Sales Assistant | Real Estate Services Firm

(Haken → Permanent) Very Minimal OT!

Job Information

Recruiter
en world Japan K.K

Hiring Company
en world Japan

Job ID
1611519

Industry
Real Estate Brokerage, Management

Company Type
International Company

Job Type
Temp to Perm

Location
Tokyo - 23 Wards

Salary
4.5 million yen ~ 5.5 million yen

Hourly Rate
¥2,000 - ¥2,200 / hour during temporary period

Work Hours
9:00 AM - 6:00 PM

Refreshed
November 4th, 2026 05:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

About the Company

Our client is a leading global real estate services firm operating across more than 70 countries worldwide. The company

provides a comprehensive range of real estate advisory and brokerage services to corporate clients, investors, and property owners.

The Japan business has experienced significant growth in recent years, expanding from approximately 70 employees to over 160 employees. The company offers a highly international working environment, with both Japanese and international professionals collaborating on domestic and cross-border transactions.

Position Summary

An exciting opportunity has arisen within the Capital Markets Division, one of the company's fastest-growing and highest-performing business units.

This role supports a team of real estate investment professionals by managing sales support, transaction administration, document preparation, reporting, and communication with both domestic and overseas stakeholders.

No prior real estate experience is required. This position is ideal for candidates with sales support, team assistant, or administrative experience who are interested in building expertise within the real estate investment industry.

The role is offered initially as a temp-to-perm position, with the expectation of permanent conversion within approximately six months.

Key Responsibilities

- Prepare sales and marketing materials, including property listings and presentation documents
- Translate internal and external documents, including reports for APAC stakeholders
- Support contract documentation, binding, and approval processes
- Manage system registration and maintenance of transaction and project information
- Process invoices and administrative documentation
- Coordinate meetings and manage conference room reservations
- Support client visits and internal events
- Handle incoming calls, visitors, mail, and courier arrangements
- Order and manage office supplies and business cards
- Provide general administrative support to the Capital Markets team

Why Join?

Develop Expertise in Real Estate Investment

Gain exposure to real estate transactions, investment projects, and brokerage operations while learning directly from experienced professionals.

International Environment

Work closely with overseas colleagues, global investors, and APAC stakeholders while utilizing English regularly.

Strong Career Development

The company has a proven track record of promoting talented support staff into more specialized and senior positions.

Growing Organization

Join a business experiencing significant growth within Japan and globally.

Required Skills

Requirements

- Experience as a Sales Assistant, Team Assistant, Administrative Assistant, or similar support function
- Business-level English (reading and writing required)
- Strong Microsoft Office skills (Excel, PowerPoint, Word, Outlook, Teams)
- Strong organizational and multitasking abilities
- Excellent communication skills
- High attention to detail and administrative accuracy
- Bachelor's degree or above

Preferred Qualifications

- Experience within a multinational company
- Real estate industry experience
- Real Estate Transaction Specialist (宅地建物取引士) qualification

Company Description