Investment Group Support | Global Asset Management Firm

(Temp to Hire) Up to 9M JPY Annually!

Job Information

Recruiter
en world Japan K.K

Hiring Company
en world Japan

Job ID
1611521

Industry
Asset Management

Company Type
International Company

Job Type
Contract

Location
Tokyo - 23 Wards

Salary
7 million yen ~ 9 million yen

Salary Bonuses
Bonuses paid on top of indicated salary.

Hourly Rate
¥2,700 / hour during temporary period

Work Hours
9:00 AM - 5:30 PM

Refreshed
October 21st, 2026 00:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

About the Company

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Our client is a leading global asset management firm with a long-established presence across major financial markets worldwide.

The firm is known for its collaborative culture, long-term investment philosophy, and global investment platform. The Tokyo office works closely with investment professionals and stakeholders across Asia-Pacific and other international markets.

This position offers the opportunity to support senior investment professionals while developing exposure to the asset management industry within a highly international environment.

Position Overview

The Investment Group Support Coordinator provides high-level administrative and operational support to Investment Managers and the broader investment team.

The successful candidate will proactively manage a wide range of responsibilities, including executive scheduling, international travel coordination, expense management, reporting support, meeting coordination, and communication with internal and external stakeholders.

The position is offered initially through a temporary arrangement with the intention of converting to a fixed-term employee status. Following conversion, employees receive benefits comparable to those provided to permanent employees.

Key Responsibilities

Executive & Team Support

- Complex calendar management for senior investment professionals
- Prioritization and coordination of meetings and schedules
- Coordination of internal and external meetings
- Management of meeting rooms, visitor access, and event logistics
- Reception and support of visiting stakeholders and guests

Travel Coordination

- Management of complex domestic and international travel arrangements
- Visa and passport coordination
- Preparation of detailed travel itineraries
- Coordination of travel-related logistics and risk requirements
- Support for travel expenses and reimbursement processes

Reporting & Administrative Support

- Preparation of presentations, reports, and correspondence
- Update and maintain departmental reporting requirements
- Track and compile market and internal information
- Create charts, graphs, tables, and presentation materials
- Support basic analysis, auditing, and information gathering activities

Expense Management

- Process multi-currency expense reports
- Reconcile corporate card and employee expenses using Concur
- Ensure timely and accurate submission of expense documentation

Team & Project Support

- Support departmental meetings and events
- Provide backup coverage for other assistants
- Participate in project initiatives and process improvement activities
- Identify opportunities to improve administrative efficiency and workflow

Required Skills

Required Qualifications

- Experience as an Executive Assistant, Team Assistant, Department Coordinator, Project Coordinator, Sales Support, or similar role
- Strong organizational and prioritization skills
- Experience supporting senior stakeholders
- Advanced Microsoft Office skills
- Business-level English communication skills
- Fluent Japanese communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Excellent attention to detail and follow-through

Preferred Qualifications

- Experience within financial services, asset management, investment banking, consulting, professional services, or multinational organizations
- Experience supporting senior executives or investment professionals
- Experience using Concur or similar expense management systems
- Interest in financial markets and the investment industry

Ideal Candidate

- Highly proactive and service-oriented
- Strong sense of ownership and accountability
- Excellent communicator
- Strong collaborator and team player
- Calm under pressure and adaptable
- Solutions-oriented mindset
- Strong judgment and discretion when handling sensitive information

Company Description