



外資系 | 英語は日常会話でOK | 事務アシスタント / Admin Assistant | 年収1,200万円も相談可能

Global firm | Salary negotiable

## Job Information

### Recruiter

[Talentus K.K.](#)

### Job ID

1614749

### Industry

Real Estate Fund

### Company Type

Large Company (more than 300 employees) - International Company

### Non-Japanese Ratio

Majority Japanese

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Minato-ku

### Salary

6 million yen ~ 12 million yen

### Work Hours

8 hours per day

### Holidays

20

### Refreshed

October 1st, 2026 10:31

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Daily Conversation (Amount Used: English usage about 25%)

### Minimum Japanese Level

Fluent

### Minimum Education Level

Bachelor's Degree

### Visa Status

Permission to work in Japan required

## Job Description

## About the Company

Our client is an international alternative investment firm with an established presence in Japan. The firm offers a flat, collaborative, and meritocratic environment, with opportunities to build close working relationships across the business. Strong employee retention reflects a culture where many colleagues build long-term careers.

### About the Role

The firm is seeking a proactive and organized **Administrative Assistant** to support its **Real Estate Investment** team in Tokyo.

Reporting directly to the Managing Director who leads the team, you will support seven investment professionals, ranging from Associate to Managing Director. As the team's dedicated assistant, you will take ownership of day-to-day administration, document coordination, and operational support for investment activities.

This opportunity would suit someone who enjoys supporting a busy team, managing detailed documentation, and anticipating colleagues' needs.

### Key Responsibilities

- Provide day-to-day administrative support to the Real Estate Investment team.
- Assist with preparing, managing, and filing contracts, regulatory filings, internal approval documents, and investment-related records.
- Coordinate document signing, circulation, and company seal procedures, including seal custody and approval requests.
- Arrange meetings, visitor appointments, conference calls, and online meetings.
- Support calendar management, business travel arrangements, and expense claims.
- Process invoices and coordinate vendor and payment-related administration.
- Consolidate transaction documents and liaise with internal departments and external parties, including lawyers, accountants, and real estate brokers.
- Arrange and track domestic and international courier deliveries and postal services.
- Prepare documents and presentations using Word, Excel, PowerPoint, and Outlook.
- Use new systems and AI tools where appropriate to improve efficiency and support English-language correspondence.
- Handle additional administrative tasks to keep the team running smoothly.

### Language & Working Environment

Day-to-day spoken communication is primarily in Japanese, so candidates should be comfortable supporting the team and coordinating with stakeholders in Japanese.

English is the firm's common language for global communications. You should be comfortable reading and handling English-language emails and documents, using approved technology and AI tools where appropriate.

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### Required Skills

#### Required Experience & Skills

- At least five years of experience in administrative support, team assistance, sales administration, general affairs, secretarial work, or a similar role.
- Experience managing and filing large volumes of documents with accuracy.
- Familiarity with contract administration, document execution, company seal procedures, and courier arrangements.
- Practical proficiency in Microsoft Office.
- Strong organizational skills and the ability to manage competing priorities and deadlines.
- Clear communication skills and a collaborative approach to supporting colleagues.
- A proactive, enthusiastic working style and willingness to take initiative.
- Sound judgment and discretion when handling confidential information.

- Openness to learning new systems and using AI tools appropriately.

**Preferred Experience**

- Experience within real estate investment, funds, asset management, or a related real estate business.
- Experience coordinating investment or transaction-related documentation.

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**Company Description**