

Investment Coordinator

Job Information

Recruiter
JAC International Co., Ltd.

Hiring Company
グローバル投資会社

Job ID
1618912

Industry
Asset Management

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
November 19th, 2026 08:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Role Summary:

Demonstrates consistent high-level support from Investment Managers through proactive work practices, strong execution, and consistent follow-through. May also provide administrative support to a broader department or team. Independently manages a range of tasks and responsibilities. Works under direction only as needed. Continually strives to develop their working knowledge of the asset management industry, Capital Group, the Investment Group and Managers' priorities and preferences to improve their ability to anticipate needs, take full ownership of administrative processes and minimize the administrative burden for managers. Works productively with peers.

Primary responsibilities/essential functions:

To provide full administrative support including, but not limited to:

Extensive calendar management using good judgment and initiative to prioritize effectively; respond promptly to polling requests; communicate changes and updates to managers and colleagues appropriately.

Coordinate meetings with internal associates and external contacts. Schedule meeting rooms, visitor passes, and equipment as required. Meet, greet and escort visitors, meeting attendees and candidates. Draft, collect and distribute supporting documentation as necessary. Provide support and service to guests and visiting company personnel.

Manage complex travel arrangements to meet schedule, budget guidelines, and manager preferences. These may include multiple destination trips and high-risk locations. Proactively manage visa and passport requirements; arrange Global Entry and TSA Preclear if suitable; research and arrange security measures when needed; provide detailed itineraries and assist managers with check-in and booking of in-flight options before departure.

Maintain and update departmental and/or compliance-related reporting requirements.

Complete monthly multi-currency business expenses: reconcile personal out-of-pocket and corporate card charges using Concur online expense tool.

Produce general correspondence, reports, and presentations. Develop appropriate formats and check for grammar, punctuation, and spelling.

Track, gather, maintain and compile market or internal information, and generate reports. Present findings using graphs, charts, diagrams and tables for inclusion in reports, brochures and/or presentations.

May conduct basic analysis and auditing.

May organize and manage small department/team meetings and events.

Provide team support and back-up coverage for peer assistants.

Keeps abreast of internal administrative policies, practices and guidelines and proactively identifies opportunities to improve work processes/flow to better leverage own and department’s workload.

Participate in project teams or focus groups when required.

Assist managers with personal requests as supported by specific unit guidelines.

Performs additional responsibilities as assigned.

Employee Benefits:
Health Insurance Employees' Pension Employment Insurance Industrial Injury Insurance

Required Skills

Teamwork / Service Orientation

Demonstrates the ability to work productively and collaborate well with others.

Demonstrates commitment to Capital’s core values.

Core Administration / Ownership

Demonstrates consistent accuracy and attention to detail.

Takes responsibility for completing tasks in a timely fashion and with good judgment.

Demonstrates an understanding of the investment business and manager roles.

Proficient with enterprise and Investment Group processes and systems.

Communication

Demonstrates effective written and oral communication skills with a diverse group of associates and senior business leaders.

Able to respond productively to feedback from all sources.

Distinguishes effectively between urgent and non-urgent requirements and adapts communication accordingly.

Proactively seeks to understand the broader context for administrative requests to improve decision making.

Drives Change

Proactively identifies potential issues/conflicts and provides effective solutions.

Adapts to new tools and processes quickly and with a positive attitude.

Proactively asks insightful questions better to understand systems, processes, the business, etc.

Company Description

新たに日本マーケットに参入される外資系企業や、日本でさらなるビジネス拡大をお考えの外資系企業のお客様に、私たちは最適な採用サポートを提供いたします。1975年に英国初の日系人材紹介会社としてロンドンで創業し、その後シンガポール、日本、マレーシア、インドネシア、タイ、中国の7カ国 (また2011 年には香港・韓国にも拠点を新設予定) でグローバル人材紹介会社として事業を拡大してきたジェイ エイ シーは、そのバックグラウンドから、海外文化への深い理解を持ち合わせています。グローバルに事業を展開する日系人材紹介会社のリーディングカンパニーとして、私たちは他に類のない人材ネットワークから、日本人の優秀なバイリンガル人 材や外国人のプロフェッショナル人材をご提供することが可能です。幅広い業種、職種においてのエキスパートである当社のネイティブあるいはバイリンガルコ ンサルタントが皆様のパートナーとなり、適材適所で人材のご紹介をいたします。ジェイ エイ シーが築いてきた特有の歴史、文化、そしてグローバルマーケットでの強みを揺ぎない核として、日本マーケットで躍動する外資系企業のお客様のニーズにさら に的確にお答えするために、ジェイ エイ シー インターナショナルは誕生しました。私たちはアジアやヨーロッパのJAC Recruitment Group海外各社と緊密に連携を取り、お客様の真のニーズを把握した上で、最適なキャンディデイトをご紹介いたします。

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We provide specialized proactive recruitment support tomultinational clients who are setting up new operations or areexpanding existing business and seeking further growth in theJapanese market.As the first Japanese recruitment company to set up operations in theUK in 1975, understanding foreign cultures is second nature to us.With our extensive global network and historically leading position asrecruitment consultancy to Japanese corporations, we have access toan unrivaled pool of bilingual Japanese and foreign professionals.Our professional consultants are experts in a range of Industries andfunctions and all have extensive multicultural experience.Based on JAC’s unique history, culture and market strength, JACInternational was founded to provide dedicated support to ourmultinational corporate clients in Japan.

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