

Business Support Analyst

CITIC証券株式会社での募集です。 秘書のご経験のある方は歓迎です。

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
CITIC証券株式会社

Job ID
1622670

Industry
Securities

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
6 million yen ~ 9 million yen

Work Hours
08:50 ~ 17:00

Holidays
【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制 土 日 祝日

Refreshed
November 12th, 2026 15:01

General Requirements

Career Level
Mid Career

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

【求人No NJB2369147】
Position Description
This position is responsible for providing comprehensive operational and administrative support to the Japan office with a primary focus on supporting the Country Head and the COO in their day today business activities. The role plays a key part in ensuring the smooth execution of management priorities and operational workflows across the Japan business.
The incumbent will support sales related administrative activities including coordination of internal

processes documentation and follow ups while working closely with relevant internal teams. In addition this role will be responsible for coordinating internal arrangements for visitors from overseas offices acting as a key point of contact to ensure effective communication and seamless cross border collaboration.
This position is essential to the effectiveness of the Japan office contributing to operational efficiency supporting senior management decision making and enabling front office teams to focus on client engagement and business development in the Japanese market.

Required Skills

・ Graduate with 15+ years of relevant experience in Operation management covering Business Operations Audit management Office administration Leadership Reporting Team Management.
・ A proactive solution provider who can drive management initiatives to achieve desired objectives.
・ Experience working with leadership teams.
・ Excellent presentation communication skills.
・ Proficient in budget planning tracking and reporting
・ Must be a proactive self starter with the ability to meet deadlines
・ Good computer knowledge in Excel PowerPoint and Word
・ Highly organized and disciplined
・ In addition to Japanese Good command of written and spoken English

Company Description

CLSA is Asia’s leading capital markets and investment group providing global investors with insights liquidity and capital to drive their investment strategies. Award winning research an extensive Asia footprint direct links to China and highly experienced finance professionals differentiate our innovative products and services in asset management corporate finance equity and debt capital markets securities and wealth management. As the international platform of CITIC Securities（SSE: 600030 SEHK: 6030） China’s largest investment bank CLSA is uniquely positioned to facilitate cross border capital flows and connect China with the world and the world to China. Founded in 1986 and headquartered in Hong Kong CLSA operates from 20 cities across Asia Australia Europe and the United States. For further information please visit www.clsa.com.