



【ベトナム語】 Vietnamese/English Speaking Associate, Client Service

Leverage your Trilingual skills here!

#### 募集職種

##### 採用企業名

AlphaSights

##### 求人ID

1459869

##### 部署名

Client Service Team

##### 業種

ビジネスコンサルティング

##### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

##### 外国人の割合

外国人 半数

##### 雇用形態

正社員

##### 勤務地

東京都 23区, 港区

##### 最寄駅

銀座線、 虎ノ門駅

##### 給与

500万円 ~ 経験考慮の上、応相談

##### 歩合給

固定給+歩合給

##### 勤務時間

Monday to Friday 9:00~18:00, Option to WFH each Friday.

##### 休日・休暇

15 days of paid leave + 5 days of sick leave from the first year

##### 更新日

2024年05月09日 03:00

#### 応募必要条件

##### キャリアレベル

新卒・未経験者レベル

##### 英語レベル

流暢 (英語使用比率: 50%程度)

##### 日本語レベル

日常会話レベル

##### その他言語

ベトナム語 - ネイティブ

##### 最終学歴

大学卒 : 学士号

**現在のビザ**

日本での就労許可が必要です

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**募集要項**

Please attach your resume to apply for this position

**About this role**

As a Client Service Associate, your work is at the heart of what we do: you'll be the link between our clients and the expert knowledge they seek.

To succeed in this role, you need to be motivated to deliver results for your clients and to achieve commercial goals. This is a communications-intensive frontline role requiring a client-first mindset and the ability to multi-task across parallel workstreams. Throughout a fast-paced workday, you'll work on urgent projects from investors, strategists, and dealmakers at top-tier client organizations. You'll field incoming project briefs, quickly assess your clients' exact knowledge needs (e.g. when due-diligencing an investment opportunity), and then find, outreach, and vet the experts most suited for each project. You will own and manage all aspects of client-to-expert interactions, including scheduling, rescheduling, and follow-up inquiries.

**What you will do**

- Field incoming client briefs and identify the knowledge gaps they're looking to fill
- Utilize business acumen to identify relevant experts in the industry or topic of interest
- Proactively schedule calls with prospective experts via phone and email (including cold calling)
- Engage experts and vet them against your client's questions
- Propose a shortlist of experts to your client and schedule and manage all client-to-expert interactions
- Deliver excellent service to both clients and experts

**What you will get**

- More expert, project, and client-facing responsibility than other entry level roles
- Directly measurable commercial impact and significant earnings potential from the get-go
- Learn to confidently transact with senior executives and sophisticated clients at top-tier investment funds, consultancies and Fortune 500 companies
- A unique training curriculum and intense on-the-job training helping you develop highly transferable commercial and managerial skills
- A clear career path for advancement to Manager after 24-30 months, and to Business Unit VP after ~5 years
- An inspiring, high-energy environment with ambitious peers from 60+ nationalities

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**スキル・資格****Requirements**

- Undergraduate degree, no subsequent experience necessary
- Track record of strong academic performance
- 4-year college degree or higher (bachelor's degree or higher) with a GPA of 3.0 or higher or a grades of 2:1 or higher
- Extracurricular achievement throughout school and university
- Internship experience evidencing an interest in business
- Outstanding communication skills
- Fluent in English and Vietnamese, Intermediate level in Japanese (Welcoming JLPT N2 and above holders)

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**会社説明**