

MichaelPage

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Group Assistant - US Investment Firm

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募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1542349

業種

アセットマネジメント

雇用形態

正社員

勤務地

東京都 23区

給与

800万円 ~ 1000万円

更新日

2025年05月26日 18:07

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

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

募集要項

The position involves providing support to the investment staff in Tokyo office, specifically in assisting with corporate access requests, research, model acquisition, and ad-hoc projects.

Client Details

This is a global investment firm that manages significant assets across a range of market segments. They utilize a range of investment strategies and approaches to achieve returns for their clients.

Description

- Assist with corporate access requests, research and any ad-hoc projects for the team
- Provide day to day support for the team: Manage calendar, travel, logistics and expenses
- Liaise with external clients in the region
- Schedule management calls and business meetings

Job Offer

- Competitive salary and benefits

- Opportunities for career growth and development
- Use English mainly at work

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.

スキル・資格

- Relevant working experience in Financial Services industry
 - Native level Japanese and high business level English
 - Excellent organizational, time management, and prioritization skills
 - Strong attention to detail
 - Able to work collaboratively with all levels of management
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会社説明

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