



Compliance Officer (Real Estate - Asset Management)

International Company | Flexibility

募集職種

採用企業名

IN THE HOOD株式会社

求人ID

1552560

業種

アセットマネジメント

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 多数

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

丸の内線、 霞ヶ関駅

給与

経験考慮の上、応相談

更新日

2025年08月05日 12:00

応募必要条件

職務経験

3年以上

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 (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

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

ABOUT THE JOB

Dash Living Japan is a fast-growing provider of modern urban living solutions, managing a diverse and expanding portfolio of residential assets across Japan. We are currently seeking a dedicated Compliance Officer to lead the licensing process for our asset management business and to establish and maintain a strong internal compliance framework.

This is a unique opportunity to play a critical role in our growth journey, particularly in supporting our application for an Investment Advisory and Agency (IAA) license through Japan's Financial Market Entry Office (FMEO), a process specifically designed for foreign-affiliated companies.

ROLE OVERVIEW

As the Compliance Officer, you will lead the end-to-end process of applying for and maintaining our IAA license. You'll ensure all compliance activities are carried out effectively and in line with Japanese laws and global standards, with all reporting and communication conducted in English due to FMEO requirements.

You'll also help maintain our asset management company as a Kabushiki Kaisha (KK) by supporting corporate governance activities such as organizing quarterly board meetings. This is a key leadership role that will directly contribute to Dash Living Japan's long-term success.

WHAT YOU'LL DO

- Serve as the primary compliance advisor to Dash Living Japan.
- Lead the application process for the Investment Advisory and Agency (IAA) license, ensuring full regulatory compliance and successful acquisition.
- Maintain license requirements and manage ongoing communication with regulatory authorities (e.g., Financial Services Agency and FMEO).
- Prepare and submit compliance reports in English, as required by FMEO.
- Develop, implement, and update internal compliance policies, manuals, and training materials.
- Coordinate with the Compliance Committee and serve as a liaison for internal and external stakeholders.
- Monitor internal adherence to legal and regulatory requirements.
- Conduct internal audits and manage audit plans.
- Review contracts and legal documentation from a compliance perspective.
- Handle incident responses, investigations, and compliance-related claims.
- Coordinate with external legal counsel as needed.
- Maintain corporate governance of the Kabushiki Kaisha, including organizing quarterly board meetings and record-keeping.
- Deliver compliance training and updates to employees and management.
- Provide legal administrative support and perform paralegal tasks as necessary.

WHAT WE OFFER

- Being a passionate creator and influencing Japan's hospitality market
- Ability to experience other business functions and room for growth within
- Immersion in a dynamic entrepreneurial environment
- Bottomless artisanal coffee, tea, and beer!
- Flexible working locations throughout the city
- Networking and meeting guests from around the world

スキル・資格

WHAT WE'RE LOOKING FOR

- Minimum 3 years of compliance experience in asset management, investment advisory, or real estate sectors.
- Native-level Japanese proficiency essential for regulatory communication and documentation.
- Strong knowledge of compliance regulations related to investment advisory and/or real estate industries.
- Excellent teamwork and leadership skills with the ability to motivate teams toward strict compliance.
- Self-motivated, positive, and proactive with a strong desire to grow within a fast-expanding company.
- Proficient in Microsoft Excel, PowerPoint, and Word.
- Professional working proficiency in English is a plus.

会社説明