



## Asset Management Specialist

### 募集職種

#### 採用企業名

株式会社NES Polarities

#### 求人ID

1555955

#### 業種

その他（インフラ）

#### 会社の種類

中小企業（従業員300名以下）

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

500万円 ~ 850万円

#### ボーナス

固定給+ボーナス

#### 勤務時間

40 hours per week

#### 更新日

2026年01月08日 13:00

### 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

日常会話レベル

#### 日本語レベル

流暢

#### 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

Interested in starting a career in renewable energy?

Our client is looking for an asset manager to join their growing solar energy business.

You will be joining a friendly team in a low stress environment, where everyone is trusted to manage their own schedules and get the job done.

You will be a part of a startup style work environment that allows you to contribute and grow as the company grows, with

opportunities to collaborate across teams.

The office is located within 5 minutes' walk of three Tokyo Metro stations with hybrid work available after 3 months of on the job training.

Key responsibilities are handling documentation and contracts with financial institutions, so experience in the renewable energy industry is not required, as the focus is on the skillset and drive you bring to the organization.

Native-level Japanese (reading and writing essential); English proficiency is nice to have.

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## スキル・資格

### RESPONSIBILITIES

- Manage legal and insurance-related transactions, including acquisitions, refinancing, renewals, and claims.
- Coordinate with external stakeholders such as lenders, insurance providers, EPC/O&M contractors, and consultants.
- Oversee asset operations for solar power plants post-acquisition, including pipeline projects totaling up to 1 GW.
- Lead closing procedures during acquisitions and manage SPCs throughout construction and operational phases.
- Maintain investor and lender relationships and ensure timely reporting and compliance.
- Draft, review, and organize documentation such as sales reports, performance reports, and due diligence materials.
- Support financial management, bookkeeping, tax handling, and corporate legal affairs.
- Identify and implement improvements to internal workflows and documentation standards.
- Contribute to team-building and strategic planning initiatives.

### EXPERIENCE

- 3–5+ years of experience in asset management, legal, insurance, compliance, or transaction support roles.
  - Background in renewable energy or real estate is preferred but not required.
  - Strong documentation and organizational skills; paralegal or insurance experience a plus.
  - Proven ability to manage multiple projects and communicate effectively with internal and external stakeholders.
  - Native-level Japanese (reading and writing essential); English proficiency preferred.
  - Comfortable working in a startup environment with ambiguity and evolving processes.
  - Proactive, detail-oriented, and self-driven with a commitment to high-quality service.
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## 会社説明