

MichaelPage

www.michaelpage.co.jp

Sales Support - European Asset Management

Sales Support - Asset Management

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

1559476

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09月24日 14:45

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

In this position, you will play a key role in enabling the sales team to focus on clients by managing essential support and administrative tasks.

Client Details

The company is a global financial services organization with a collaborative and multicultural team in Tokyo. They offer a supportive environment where your ideas and initiative are valued, and you'll have the chance to work closely with both local and international colleagues.

Description

- Manage and coordinate team-wide sales initiatives and projects
- Support client-related activities, including preparing presentation materials
- Maintain and update CRM databases with client and pipeline information
- Propose and implement improvements to administrative processes
- Organize and coordinate visitor schedules and internal meetings
- Provide business analytics and administrative support to the sales team and management

Job Offer

- Opportunity to work in a multicultural, international setting
- Direct impact on team success and business growth
- Professional development and exposure to global best practices

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

- Bachelor's degree required
 - Detail-oriented, proactive, and eager to improve processes
 - Strong team player with a collaborative mindset
 - Self-starter with a "can-do" attitude, willing to take on diverse tasks
 - Excellent communication skills in both Japanese and English
 - Comfortable working in a small, dynamic team and under pressure
 - Skilled with technology and business tools; financial services experience is a plus
-

会社説明

The company is a global financial services organization with a collaborative and multicultural team in Tokyo. They offer a supportive environment where your ideas and initiative are valued, and you'll have the chance to work closely with both local and international colleagues.