



Team Assistant/チームアシスタント

未経験から外資PEで国際経験を積める！海外出張ありの成長環境！

募集職種

人材紹介会社

Cornerstone Recruitment Japan 株式会社

求人ID

1579466

業種

プライベートエクイティファンド・ベンチャーキャピタル

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 700万円

ボーナス

固定給+ボーナス

更新日

2026年06月14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

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

Company overview:

A Tokyo-based private equity firm focused on Japanese mid-market consumer companies, the organization leverages strategic investment and operational expertise to help businesses expand internationally. Backed by major Asian conglomerate and financial institution partners, it supports growth in sectors such as food & beverage, beauty & wellness, and digital media. The firm typically invests in companies with strong potential for cross-border expansion, aiming to create sustainable value through governance, market access and strategic guidance.

Key Responsibilities

1. Support daily team operations, including calendar coordination, travel arrangements, visa preparation, and other logistical tasks to ensure smooth business activities.
2. Provide assistance with administrative, finance-related, and general office duties as instructed.
3. Contribute to investment team initiatives by helping prepare presentations and marketing materials, coordinating meetings and events (with occasional travel as needed), and carrying out additional assignments directed by the Managing Partner.

Qualifications

1. Bachelor's degree (or expected completion in the near future).
2. High-level communication skills in both Japanese and English, written and spoken.
3. Strong work ethic with the ability to manage multiple priorities efficiently.
4. Detail-oriented, proactive, and eager to develop new skills.
5. Able to work both independently and as part of a collaborative team.
6. Proficient in Microsoft Office tools including Word, Excel, Outlook, and PowerPoint.

会社説明