



## Business Support Analyst

外資系証券会社での募集です。秘書のご経験のある方は歓迎です。

### 募集職種

#### 人材紹介会社

株式会社ジェイ エイ シー リクルートメント

#### 採用企業名

外資系証券会社

#### 求人ID

1585245

#### 業種

証券

#### 会社の種類

外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

600万円 ~ 900万円

#### 勤務時間

08:50 ~ 17:00

#### 休日・休暇

詳細は求人ご紹介時にご案内いたします。

#### 更新日

2026年04月02日 15:12

### 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

【求人No NJB2369147】

#### Position Description

This position is responsible for providing comprehensive operational and administrative support to the Japan office with a primary focus on supporting the Country Head and the COO in their day today business activities. The role plays a key part in ensuring the smooth execution of management priorities and operational workflows across the Japan business.

The incumbent will support sales related administrative activities including coordination of internal

processes documentation and follow ups while working closely with relevant internal teams. In addition this role will be responsible for coordinating internal arrangements for visitors from overseas offices acting as a key point of contact to ensure effective communication and seamless cross border collaboration.

This position is essential to the effectiveness of the Japan office contributing to operational efficiency supporting senior management decision making and enabling front office teams to focus on client engagement and business development in the Japanese market.

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#### スキル・資格

- Graduate with 15+ years of relevant experience in Operation management covering Business Operations Audit management Office administration Leadership Reporting Team Management.
  - A proactive solution provider who can drive management initiatives to achieve desired objectives.
  - Experience working with leadership teams.
  - Excellent presentation communication skills.
  - Proficient in budget planning tracking and reporting
  - Must be a proactive self starter with the ability to meet deadlines
  - Good computer knowledge in Excel PowerPoint and Word
  - Highly organized and disciplined
  - In addition to Japanese Good command of written and spoken English
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#### 会社説明

ご紹介時にご案内いたします