# Institutional Sales & Investor Relations Associate/投資家向け営業支援

**世界的投資会社で機関投資家営業を担うポジション**

## 募集職種

**人材紹介会社**
Cornerstone Recruitment Japan 株式会社

**求人ID**
1594564

**業種**
投資銀行

**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**
経験考慮の上、応相談

**更新日**
2026年10月30日 06:00

## 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

**日本語レベル**
ネイティブレベル

**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

Position: Institutional Sales Client Solutions Associate

Company: Global Investment Firm
Location: Tokyo, Japan
Employment Type: Full-time

Overview

A global investment organization is seeking an Institutional Sales Client Solutions Associate to join its Tokyo office. This position supports institutional fundraising and client relationship activities within the private markets sector while working closely with both local and international teams.

The role is ideal for professionals interested in building a long-term career within private markets, institutional sales, and investor relations in a highly collaborative and entrepreneurial environment.

Key Responsibilities

- Support senior team members with:
  - Client presentations and pitches
  - Product updates
  - Meeting preparation
  - Fundraising initiatives
- Manage various tasks related to:
  - Product reporting
  - Internal stakeholder requests
  - Client inquiries
- Initiate, organize, and participate in meetings, calls, and visits with institutional investors
- Support the preparation of institutional due diligence materials (IHDDs)
- Conduct investor landscape mapping and market research for new target markets
- Coordinate and attend client events and networking activities
- Collaborate with cross-functional teams across Japan and global offices

Requirements

Education

- Bachelor’s degree in:
  - Finance
  - Accounting
  - Economics
  - Related disciplines preferred
- Degree from a top-tier university preferred

Experience

- Minimum 2–3 years of experience in:
  - Business development
  - Institutional sales
  - Marketing
  - Financial services
  - Reporting or related finance functions
- Prior exposure to private markets or alternative investments preferred

Skills & Competencies

- Strong analytical and presentation skills
- Excellent interpersonal and relationship-building abilities
- Strong organizational and networking capabilities

- High attention to detail and quality
- Self-motivated, collaborative, and eager to learn
- Ability to thrive in an entrepreneurial and fast-paced environment
- Passion for private markets and institutional investing

Language Requirements

- Native-level Japanese
- Business-level English proficiency (written and verbal)

Benefits

- International and collaborative working environment
- Career growth opportunities within a growing global organization
- On-the-job training and mentorship opportunities
- 25 vacation days annually
- One-month sabbatical after every five years of service
- Lunch allowance
- Team events and volunteer activities supporting local communities

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## 会社説明