Receptionist - Global Asset Management 独占求人

Leading International Financial Services

募集職種

人材紹介会社
Cornerstone Recruitment Japan 株式会社

採用企業名
US Asset Management Firm

求人ID
1596982

業種
アセットマネジメント

会社の種類
中小企業 (従業員300名以下) - 外資系企業

外国人の割合
外国人 半数

雇用形態
派遣

勤務地
東京都 23区, 千代田区

最寄駅
半蔵門線、　大手町駅

給与
400万円 ~ 500万円

ボーナス
給与： ボーナス込み

歩合給
給与： 歩合給込み

時給
2300

勤務時間
9:00 to 18:00

休日・休暇
All Weekends & National Holidays. 10 days Annual Leave

更新日
2026年11月01日 03:00

応募必要条件

職務経験
1年以上

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 (英語使用比率: 50%程度)

日本語レベル
流暢レベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

This position is the face of the business, providing the first impression of the business to their clients. You will be the first voice people hear and the first face they see when they enter the office and representing a firm that manages assets for some of the most sophisticated investors in the world. The firm provides an excellent envirionment to develop your professional career with one the most high profile companies in the world.

スキル・資格

- Greet and welcome institutional clients, investment partners, and senior executives with a polished and attentive manner
- Manage all front-desk operations including calls, visitor management, and meeting room coordination
- Liaise with internal teams; investment, legal, compliance, and operations to ensure seamless scheduling and logistics
- Handle incoming and outgoing correspondence, couriers, and sensitive documentation with discretion
- Coordinate catering and preparation for board-level meetings, investor presentations, and client events
- Support the Office Manager and executive assistants with administrative tasks as needed
- Maintain the front-of-house environment to the highest standards of presentation at all times

会社説明