Capital Markets Sales Assistant | Real Estate Services Firm

(Haken → Permanent) Very Minimal OT!

募集職種

人材紹介会社
エンワールド・ジャパン株式会社

採用企業名
en world Japan

求人ID
1611519

業種
不動産仲介・管理

会社の種類
外資系企業

雇用形態
紹介予定派遣

勤務地
東京都 23区

給与
450万円 ~ 550万円

時給
¥2,000 - ¥2,200 / hour during temporary period

勤務時間
9:00 AM - 6:00 PM

更新日
2026年11月18日 01:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
日常会話レベル

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

About the Company

Our client is a leading global real estate services firm operating across more than 70 countries worldwide. The company

provides a comprehensive range of real estate advisory and brokerage services to corporate clients, investors, and property owners.

The Japan business has experienced significant growth in recent years, expanding from approximately 70 employees to over 160 employees. The company offers a highly international working environment, with both Japanese and international professionals collaborating on domestic and cross-border transactions.

Position Summary

An exciting opportunity has arisen within the Capital Markets Division, one of the company's fastest-growing and highest-performing business units.

This role supports a team of real estate investment professionals by managing sales support, transaction administration, document preparation, reporting, and communication with both domestic and overseas stakeholders.

No prior real estate experience is required. This position is ideal for candidates with sales support, team assistant, or administrative experience who are interested in building expertise within the real estate investment industry.

The role is offered initially as a temp-to-perm position, with the expectation of permanent conversion within approximately six months.

Key Responsibilities

- Prepare sales and marketing materials, including property listings and presentation documents
- Translate internal and external documents, including reports for APAC stakeholders
- Support contract documentation, binding, and approval processes
- Manage system registration and maintenance of transaction and project information
- Process invoices and administrative documentation
- Coordinate meetings and manage conference room reservations
- Support client visits and internal events
- Handle incoming calls, visitors, mail, and courier arrangements
- Order and manage office supplies and business cards
- Provide general administrative support to the Capital Markets team

Why Join?

Develop Expertise in Real Estate Investment

Gain exposure to real estate transactions, investment projects, and brokerage operations while learning directly from experienced professionals.

International Environment

Work closely with overseas colleagues, global investors, and APAC stakeholders while utilizing English regularly.

Strong Career Development

The company has a proven track record of promoting talented support staff into more specialized and senior positions.

Growing Organization

Join a business experiencing significant growth within Japan and globally.

スキル・資格

Requirements

- Experience as a Sales Assistant, Team Assistant, Administrative Assistant, or similar support function
- Business-level English (reading and writing required)
- Strong Microsoft Office skills (Excel, PowerPoint, Word, Outlook, Teams)
- Strong organizational and multitasking abilities
- Excellent communication skills
- High attention to detail and administrative accuracy
- Bachelor's degree or above

Preferred Qualifications

- Experience within a multinational company
- Real estate industry experience
- Real Estate Transaction Specialist (宅地建物取引士) qualification

会社説明