Investment Group Support | Global Asset Management Firm

(Temp to Hire) Up to 9M JPY Annually!

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
1611521

業種
アセットマネジメント

会社の種類
外資系企業

雇用形態
契約

勤務地
東京都 23区

給与
700万円 ~ 900万円

ボーナス
固定給+ボーナス

時給
¥2,700 / hour during temporary period

勤務時間
9:00 AM - 5:30 PM

更新日
2026年11月18日 01:00

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
流暢レベル

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

About the Company

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Our client is a leading global asset management firm with a long-established presence across major financial markets worldwide.

The firm is known for its collaborative culture, long-term investment philosophy, and global investment platform. The Tokyo office works closely with investment professionals and stakeholders across Asia-Pacific and other international markets.

This position offers the opportunity to support senior investment professionals while developing exposure to the asset management industry within a highly international environment.

Position Overview

The Investment Group Support Coordinator provides high-level administrative and operational support to Investment Managers and the broader investment team.

The successful candidate will proactively manage a wide range of responsibilities, including executive scheduling, international travel coordination, expense management, reporting support, meeting coordination, and communication with internal and external stakeholders.

The position is offered initially through a temporary arrangement with the intention of converting to a fixed-term employee status. Following conversion, employees receive benefits comparable to those provided to permanent employees.

Key Responsibilities

Executive & Team Support

- Complex calendar management for senior investment professionals
- Prioritization and coordination of meetings and schedules
- Coordination of internal and external meetings
- Management of meeting rooms, visitor access, and event logistics
- Reception and support of visiting stakeholders and guests

Travel Coordination

- Management of complex domestic and international travel arrangements
- Visa and passport coordination
- Preparation of detailed travel itineraries
- Coordination of travel-related logistics and risk requirements
- Support for travel expenses and reimbursement processes

Reporting & Administrative Support

- Preparation of presentations, reports, and correspondence
- Update and maintain departmental reporting requirements
- Track and compile market and internal information
- Create charts, graphs, tables, and presentation materials
- Support basic analysis, auditing, and information gathering activities

Expense Management

- Process multi-currency expense reports
- Reconcile corporate card and employee expenses using Concur
- Ensure timely and accurate submission of expense documentation

Team & Project Support

- Support departmental meetings and events
- Provide backup coverage for other assistants
- Participate in project initiatives and process improvement activities
- Identify opportunities to improve administrative efficiency and workflow

スキル・資格

Required Qualifications

- Experience as an Executive Assistant, Team Assistant, Department Coordinator, Project Coordinator, Sales Support, or similar role
- Strong organizational and prioritization skills
- Experience supporting senior stakeholders
- Advanced Microsoft Office skills
- Business-level English communication skills
- Fluent Japanese communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Excellent attention to detail and follow-through

Preferred Qualifications

- Experience within financial services, asset management, investment banking, consulting, professional services, or multinational organizations
- Experience supporting senior executives or investment professionals
- Experience using Concur or similar expense management systems
- Interest in financial markets and the investment industry

Ideal Candidate

- Highly proactive and service-oriented
- Strong sense of ownership and accountability
- Excellent communicator
- Strong collaborator and team player
- Calm under pressure and adaptable
- Solutions-oriented mindset
- Strong judgment and discretion when handling sensitive information

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会社説明