



Client Services Writer - Chinese RFP Writer

募集職種

人材紹介会社

Cornerstone Recruitment Japan K.K.

採用企業名

Global Investment Firm

求人ID

1220552

雇用形態

正社員

勤務地

東京都 23区

給与

800万円

更新日

2022年01月20日 03:00

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

ビジネス会話レベル

その他言語

中国語：北京語 - ビジネス会話レベル

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

【COMPANY OVERVIEW】

A global investment firm that offers comprehensive investment solutions to clients in more than 50 countries

【JOB RESPONSIBILITIES】

- Writing and editing questionnaires and documents
- Provide expertise to successfully create and enhance responses
- Update product contents and translations on platforms and applications
- Work closely with other teams to create and edit product-related questionnaires and documents

【REQUIREMENTS】

- Bachelor's degree or above (MBA or CFA, a plus)

- 3-5 years of relevant experience in the investment industry
- Good understanding of capital markets and investment
- MS Office proficiency
- Excellent writing and communication skills in both English and Chinese

【会社概要】

50カ国以上のクライアントに投資ソリューションを提供するグローバル投資会社

【職務内容】

- アンケートや文書の作成・編集
- レスポンスの作成と改善を成功させるための専門知識の提供
- プラットフォームやアプリケーション上の製品コンテンツや翻訳の更新
- 他チームと協力し、製品関連のアンケートやドキュメントを作成・編集

【応募資格・条件】

- 学士号以上（MBAまたはCFA、優遇）
- 投資業界での3～5年の関連経験
- 資本市場と投資に関する知識
- MSオフィススキル
- 英語と中国語での優れたライティングとコミュニケーションスキル

会社説明

Cornerstone Recruitment Japan is focused on placing bilingual professionals in a wide range of market leading companies.

Focusing across all sectors, we leverage the network of our experienced consultants to provide both clients and candidates with high end service levels and most importantly results.

We are passionate about helping our clients in securing the best talent on the market, by introducing unique profiles who can give them the edge in an increasingly competitive recruitment market.

Established in 2019, in partnership with Cornerstone Global Partners and with investment from Morgan Stanley, Cornerstone Recruitment Japan strives to be the recruitment partner of choice for all Tokyo based clients and candidates.

Our Mission

The Cornerstone. As every building requires a cornerstone, we believe people are the cornerstone of every great company. Our recruitment experts are passionate about bringing together great people with great companies.

Our Business Sectors

- Accounting & Finance
- Financial Services
- Human Resources and Office Professionals
- Industrial
- Information Technology
- Legal & compliance
- Life Science
- Supply Chain & Procurement
- Marketing
- Sales

Our Services

• Contingency

Many clients choose to utilize our success based contingent recruitment service. We take the time to fully understand the job brief before presenting a tailored shortlist of 5 to 6 candidates from our expansive existing network. This service comes with no obligation to hire and our clients only pay a fee when the successful candidate joins.

• Retained

Our retained service is particularly successful for clients with high profile/critical hiring needs, or niche searches that involve a significant amount of time unearthing candidates from outside our existing network. Clients who choose our retained service benefit from the introduction of exclusive headhunted candidates and top prioritization from the Cornerstone team.

• Market Entry

With a wealth of experience in the Japan market, our consultants have successfully helped many clients enter the Japan

market. We can help you secure that critical first hire, as well as providing a consultation service, to make sure that your business is well prepared for all the initial hurdles it will face.