



Marketing and Client Service/ マーケティング&クライアントサービス

世界各国に展開する外資系資産運用会社 ハイブリット勤務可能

Job Information

Recruiter

Ascent Global Partners K.K.

Hiring Company

Foreign Asset Management Firm.

Job ID

1461633

Industry

Asset Management

Company Type

Large Company (more than 300 employees) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

June 24th, 2024 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The Senior Associate, Marketing and Client Service will be responsible for sourcing, updating, deploying and governing Japanese content used to support the firm's client-facing teams through the timely production of content for client meetings and events as well as publishing via public/private websites.

- Collaborate with internal teams across the globe including Marketing, Legal, Compliance, Research, Portfolio Management and Investment Solutions from content deployment to localization
- Manage overall progress of marketing initiatives, campaigns and events
- Proactively monitor, measure, and report on marketing program analytics
- Be a point of contact for ad-hoc requests arising from sales channels

- Prepare and edit content and materials for publication from start to finish
 - Support and provide quality control to client service colleagues in generating standard and customized reports, RFP/RFI, Pitch Books, DDQ
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Required Skills

- 5+ years of experience in marketing, communications and/or client service in asset management
 - Team oriented, willing to contribute to a collaborative environment by demonstrating analytical skills
 - Excellent written and verbal communication skills in both English and Japanese
 - Self-starter and forward planner, with strong project management skills
 - Capable of managing multiple projects and tasks with timely delivery
 - Strong knowledge of Excel, PowerPoint and other general application (i.e. Power BI, OneDrive)
 - Exceptional attention to detail
 - Discretion to handle confidential or sensitive information
 - Strong interest in learning and challenging new areas including software applications
 - A bachelor's degree in communications, marketing, journalism, or related field strongly preferred
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Company Description