

Compliance Assistant (haken)

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Job Information

Recruiter

Michael Page

Job ID

1484656

Industry

Asset Management

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

¥2000 - ¥2100

Work Hours

9:00 - 17:00

Refreshed

June 27th, 2024 17:27

General Requirements

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 candidate will support the Legal and Compliance department to support its business across Japan, ensuring timely execution of regulatory filings, maintaining compliance registers, monitoring fund registrations, and conducting compliance checks. Responsibilities also include managing training requirements for JSDA sales representatives, assisting with board meeting documentation, handling regulatory inquiries, and ensuring proper record-keeping.

Client Details

The client is a leading global investment firm founded in 1985. It specializes in alternative investments across various asset classes, including private equity, real estate, hedge funds, credit, and infrastructure. The client is headquartered in New York City and has a strong global presence with offices in major financial centers around the world.

Description

- Ensure timely regulatory filings, notifications, and fund registrations for Blackstone Japan and Blackstone-managed funds.
- Manage periodic regulatory reports and maintain compliance with JSDA sales representatives' training and registration requirements.
- Maintain legal ledgers, compliance registers, and ensure record-keeping of required documents.
- Conduct periodic compliance checks with Japan-specific regulations and perform due diligence on new clients and vendors.
- Assist in updating policies, handling regulatory inquiries, and ensuring proper documentation for board/shareholder meetings.
- Support day-to-day compliance and legal activities, including maintaining a company chop.

Job Offer

- Social insurances paid.
- Commuting fee paid.
- Medical insurances paid.
- Paid annual leave after 6 months.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Renz Ishikawa at +81 3 6832 8600.

Required Skills

- Experience working in compliance is a plus but not necessary
 - Strong task management skills with efficiency and accuracy
 - Experience working in asset management is a plus
 - Reading and writing English skills; verbal skills are a plus.
 - Highly flexible and collaborative team player.
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Company Description

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