



Michael Page

www.michaelpage.co.jp

Portfolio Management Assistant

Portfolio Management Assistant - Haken

Job Information

Recruiter

Michael Page

Job ID

1485697

Industry

Asset Management

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

¥2000 - ¥2100

Work Hours

9:00 - 17:30 Flex time available

Refreshed

July 8th, 2024 10:53

General Requirements

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Support the portfolio management team by assisting with filings, data management, liaising with accounting firms for checking reports, providing instructions for local vendor, and other ad-hoc duties to support the team. Accounting or accounting assistant experience would be a plus. This position is a leave cover and the expected duration will be for 10 months.

Client Details

The client is a global real estate investment management firm that provides a range of services, including private equity, public real estate securities, and debt investments. With a strong presence in key markets worldwide, the firm focuses on delivering superior risk-adjusted returns for its clients through strategic asset management and investment expertise.

Description

Daily/Weekly:

- File various reports.
- Liaise with accounting firms and trustees to manage trust beneficiary interests.
- Courier documents to administrators, lenders, and trustees.

Monthly:

- Review and verify reports (PM reports, BM reports, financial reports, AM reports).
- Provide payment and seal instructions to trust banks.
- Provide payment and seal instructions to administrators.
- Update occupancy summary data.

Quarterly:

- Perform internal valuations and update data.
- Upload data for external valuations.
- Issue invoices.

Job Offer

- Social insurances paid
- Medical insurance paid
- Commuting fee paid
- 10 days paid 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 in real estate or financial accounting would be ideal, but not necessary
- Proficiency in Excel
- Bookkeeping Level 2 or higher, although not necessary
- Ability to read and write English (monthly reporting)

Company Description

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