



Michael Page

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Investment Management (Contract)

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Job Information

Recruiter

Michael Page

Job ID

1487481

Industry

Investment Banking

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Work Hours

9:00 - 17:30

Refreshed

July 29th, 2024 17:36

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The candidate will be responsible for preparing periodical client reporting and RFP documents, including data aggregation and formatting, and drafting market and strategy commentary with product specialists. Additional duties include updating portfolio monitoring materials, translating between English and Japanese, and supporting internal meeting materials production and operations.

Client Details

The client is a global investment management firm providing research-driven investment solutions across a broad range of asset classes to clients worldwide. It offers services to institutional, retail, and private wealth clients, focusing on both actively managed and passive investment strategies.

Description

- Prepare periodic client reporting documents with product specialists, including data aggregation from internal systems, Bloomberg, websites, and Excel formatting as specified.

- Draft market and strategy commentary for these reports (based on experience).
- Prepare periodic client RFP documents with product specialists, including data aggregation from internal databases and Excel formatting as specified.
- Update portfolio monitoring materials for internal meetings on a monthly basis, including data aggregation from internal systems and basic Excel formatting.
- Translate between English and Japanese (no terminology knowledge required).
- Support the production of internal meeting materials.
- Assist with operations and management tasks.

Job Offer

- Social insurances paid for.
- Medical insurance paid for.
- Commuting fee paid for.
- Annual paid leave.
- Bonus applicable.
- Hybrid working style: 2x a week at home.

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

- Minimum of 5 years of experience in the financial industry, preferably in investment management.
 - Basic skills in Excel, Word, PowerPoint, and Outlook (knowledge of Bloomberg and POINT is not required).
 - Proficient in managing fund statistics spreadsheets and operating VBA macros.
 - Strong organizational skills for meeting project deadlines.
 - Detail-oriented with excellent document accuracy.
 - Effective team player.
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Company Description

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