

## Finance Administrative Assistant

### Finance Administrative Assistant

#### Job Information

##### Recruiter

Michael Page

##### Job ID

1491874

##### Industry

Asset Management

##### Job Type

Permanent Full-time

##### Location

Tokyo - 23 Wards

##### Salary

4 million yen ~ 5.5 million yen

##### Work Hours

9:00 - 17:30

##### Refreshed

August 29th, 2024 17:59

#### 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

This role primarily involves supporting business units with various administrative tasks, including preparing instructions for payments, organizing documents, and arranging schedules. The position also requires close communication with team members and departments to ensure the smooth progress of tasks, along with responsibilities such as document delivery, meeting room bookings, and general team assistance.

#### Client Details

The client is a real estate development, investment, capital, and property management company with a diverse portfolio that spans office, retail, logistics, industrial, residential, and lodging assets globally. With a strong presence in Asia, Europe, and the United States, The client focuses on delivering consistent returns through its integrated real estate strategy of acquiring, managing, and enhancing high-quality properties.

#### Description

- Follow instructions from the Asset Manager to prepare and stamp contracts or payments for vendors via Trust Bank's

- online system.
- Work with the Finance Manager to prepare and stamp contracts or payments for vendors through the Accounting Service firm's online system.
- Help with document tasks, like checking names, addresses, and signing official papers (contracts, agreements, notices).
- Handle the delivery, sending, and receiving of documents between Trust Bank, the Accounting Service firm, vendors, tenants, lawyers, and internal teams.
- File important documents, including notes for Trust Bank, APEX (Accounting Service firm), insurance papers, construction-related documents, bank statements, and trust financial statements. Also, handle any other documents as needed.
- Organize meeting rooms, book restaurants, and arrange travel for HQ and Japan-based staff.
- Provide general administrative support and help to team members as needed.

**Job Offer**

Social insurances

Commuting fee

Bonus

Paid annual leaves

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.

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**Required Skills**

- College or University degree in any related discipline
- At least 5 years of working experience
- Proficiency in Microsoft office (Word, Powerpoint, Excel)
- Ability to think outside the box

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**Company Description**

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