

Corporate Access Support (01/2025 - 06/2025)

Corporate Access Support

Job Information

Recruiter

Michael Page

Job ID

1496039

Industry

Securities

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 27th, 2024 17:05

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

High-School

Visa Status

Permission to work in Japan required

Job Description

The role involves coordinating logistics for corporate events and investor meetings, providing administrative support, and managing communications, with a focus on event organisation and travel arrangements.

この役割は、企業イベントや投資家会議のロジスティクスを調整し、事務サポートやコミュニケーション管理を行い、特にイベント企画や出張手配に重点を置くものです。

企業情報

A leading financial services firm in Asia provides a wide range of investment and financial solutions. The company offers services in asset management, corporate finance, equity and debt capital markets, and wealth management.

アジアを中心とした大手金融サービス企業であり、幅広い投資および金融ソリューションを提供しています。この会社は、資産運用、コーポレートファイナンス、株式および債務資本市場、ウェルスマネジメントのサービスを展開しています。

職務内容

Position Summary:

The Corporate Access Support Staff will work closely with both internal and external stakeholders to facilitate corporate access events, investor trips, and meetings. This role involves extensive communication, event logistics coordination, and administrative support.

Key Responsibilities:

- Communicate with over 300 corporates and coordinate logistics for around 180 companies alongside key internal stakeholders.
- Work with Japanese corporates, translation agencies, transportation services, and hotels to organize logistics.
- Help with arranging hotels and travel for inbound corporates and investors.
- Manage internal communications for event preparations, including the Japan Forum.
- Support with payment logistics, invoice management, and expense tracking.
- Handle data entry for event organization, investor trips, and corporate/analyst meetings; provide weekly/monthly reports.
- Provide comprehensive support to the Corporate Access team.

Key Responsibilities:

- Complete assigned tasks efficiently and within deadlines.
- Learn to prioritize routine tasks alongside ad-hoc requests.
- Foster effective communication with team members to enhance collaboration and productivity.
- Continuously develop new skills to adapt to a fast-changing work environment.
- Provide efficient and professional service to both internal and external parties.

主な業務内容:

- 300社以上の企業と連携し、主要な内部スタッフとともに約180社の企業のロジスティクスを調整
- 日本企業、翻訳会社、交通サービス、ホテルとの連携を通じてロジスティクスを管理
- 海外からの企業や投資家のホテルと旅行の手配をサポート
- イベント準備（ジャパンフォーラムなど）に関する社内コミュニケーションを調整
- 支払いのロジスティクス、請求書管理、経費追跡をサポート
- イベント、投資家旅行、企業/アナリスト会議のデータ入力、週次/月次レポートの作成
- コーポレートアクセスチーム全体にわたるサポートを提供

主要責任:

- 割り当てられた業務を時間内に効率的に完了させる
- 定常業務と臨時の仕事の優先順位を学び、管理する
- チームメンバーとの効果的なコミュニケーションを維持し、協力と生産性を向上
- 変化する業務環境に適応するため、新しいスキルを継続的に習得・向上
- 内部と外部の関係者に対して、迅速かつ効率的なサービスを提供

条件・待遇

- **International Exposure:** Work with global companies and investors, gaining experience in international finance and cross-cultural communication.
- **Skill Development:** Enhance skills in event planning, data management, and corporate operations for career growth.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tom Williams at +81 3 6832 8664.

Required Skills

Requirements:

- **Event organizing experience** or prior experience as an Executive Secretary arranging business trips.
- **Fluent-level Japanese** and **business-level English** (primarily reading and writing).
- Strong organizational skills and the ability to follow up with all stakeholders.
- Proficient in Microsoft Office Suite (Outlook, Excel, PowerPoint, Access).
- Experience in **financial services (FS)** is preferred but not mandatory.
- **JSDA Class 1** certification is preferred but not mandatory.
- Prior experience in event planning is a plus.
- Proactive, goal-oriented, and able to work independently.

応募要件:

- イベント企画経験、またはビジネストリップ手配を行った経験のある秘書業務経験
- ネイティブレベルの日本語とビジネスレベルの英語（特に読み書き）
- 優れた組織力とフォローアップ能力
- Microsoft Office（Outlook, Excel, PowerPoint, Access）に精通していること
- 金融業界（FS）での経験があれば尚可（必須なし）
- 日本証券業協会（JSDA）一種資格があれば尚可（必須なし）
- イベントプランニングの経験があれば優遇
- 積極的で、目標に向かって努力し、独立して働ける方

Company Description

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