



☆時短☆在宅可☆外資金融企業でCIO Assistant

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1501408

Industry

Asset Management

Company Type

International Company

Job Type

Part-time

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Ginza Line, Akasaka Mitsuke Station

Salary

Based on hourly rate

Hourly Rate

1800yen~1900yen + 交通費

Work Hours

13:00~ (約4時間)

Refreshed

November 15th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Key Job Responsibilities

- Assist investment professionals in administrative work including schedule management, handling of visitors, arranging business trip and expense processing.
- Work on general affairs in the investment team. (電話対応、郵便物配布、来客のご案内、会議室予約など、アドミ的なも)

- Data management and preparation for meeting & reporting materials.
 - Documentation management for the investment division. (一部規程なども入りますが、中身に関わるコンプラ・法務的な知識は不要です)
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Required Skills

- PC skill such as excel, power point, word.

エクセルは、関数・ピボット・マクロを作っていただくことはありませんが、それらが含まれたファイルを更新する作業は発生します。

- Good communication skill in both Japanese and English (communicating with foreign customers)
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Company Description