



◀即日勤務可▶ 外資金融機関でCorporate Access

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1501437

Industry

Asset Management

Company Type

International Company

Non-Japanese Ratio

About half Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards, Minato-ku

Train Description

Hibiya Line, Roppongi Station

Salary

Based on hourly rate

Hourly Rate

2100円

Work Hours

9:00~17:00

Refreshed

November 15th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Other Language

Chinese (Mandarin) - Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The Position

THE POSITION

Based in Japan or Hong Kong, the Corporate Access Associate will play a pivotal role in managing and coordinating Investors' trips, Meetings, Conferences and Investor Relations events. The ideal candidate will have 2-3 years of professional experience, preferably in a corporate access within financial services or investor relations.

Key Responsibilities

Direct Corporate Engagement - Work closely with company executives and investor relations representatives to plan and develop investor trips, company visits and meetings.

Event Planning & Execution - Organize and coordinate in-person and virtual meetings, conferences, trips and IR events. Collaborate with brokers for scheduling during conferences. Logistics management of trips, standby and support in-person/virtual meetings to run seamlessly.

Vendor Management - Oversee all logistics for corporate access events, manage vendor relationships and ensure timely processing of payments for event-related services.

Stakeholder Collaboration - Engage with internal and external stakeholders, including investment professionals, corporate executives, brokers and vendors to ensure the smooth execution of corporate access events & meetings. Liaise with executive assistants, technology team, compliance department to ensure all events run efficiently and adhere to regulatory requirements & internal policies.

Post-Event Coordination - Gather feedback, prepare reports, and ensure all follow-up actions are completed, including the distribution of presentation materials and addressing any outstanding requests.

Required Skills**Key Skills and Knowledge: -**

- Native Japanese Speaker, fluent in English, advantage to candidates who are proficiency in Mandarin or Korean.
- Excellent project management & organizational skills, able to manage multi-tasks on daily basis.
- Independent to take initiative and ownership of a project that is assigned.
- Ability to communicate in a clear, concise, and accurate manner, able to interact with all levels of internal and external stakeholders.
- Accuracy – attention to detail and consistent
- A good problem-solver & a team player.
- Highly motivated, Proactive and Flexible.
- Ability to prioritize and re-prioritize as needed.

Education/Experience:

- 2 – 3 years of experience in a professional work environment, preferably in corporate access within finance services, investor relations role in companies, roadshow executives in PR agency or hospitality industries.

Systems Skills:

- High proficiency level with Microsoft Office.
- Training will be given on in-house applications.

Values:

- Customer Focus
- Ownership & Integrity
- Enthusiasm & Passionate
- Innovation
- Diversity & Inclusion
- Teamwork & Respect

Company Description