



◀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**

February 7th, 2025 04:00

## 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.

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**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

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**Company Description**