

MichaelPage

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Assistant to investment dept at US asset management company

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Job Information

Recruiter

Michael Page

Job ID

1505634

Industry

Asset Management

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

Up to ¥2000

Work Hours

9:00-18:00

Refreshed

November 19th, 2024 17:37

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

This role will be responsible to support managers in Investment Department. Administrative support, including schedule management, business trip arrangement and visitor's arrangement will be required.

Client Details

A global investment managing firm based in the US.

Description

- Schedule management including meeting set up and expenses filling
- Business trip arrangement
- Visitor's arrangement from overseas offices

- Call handling
- Conference set ups

Job Offer

- 9:00-18:00
- Long-term temp
- Social Insurance

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Aino Takagaki at +81368328913.

Required Skills

- Business level English
- Microsoft Office skills
- (not mandatory) experience in Finance industry

Company Description

A global investment managing firm based in the US.