



Michael Page

www.michaelpage.co.jp

Investment Banking Assistant

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Job Information

Recruiter

Michael Page

Job ID

1505635

Industry

Investment Banking

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

Based on hourly rate

Hourly Rate

¥2200 - ¥3500

Work Hours

9:00-17:30

Refreshed

November 19th, 2024 17:37

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Leading global financial intuition based in the US. This role will be responsible for providing administrative support to 10-15 Junior bankers at Analyst and Associate level.

Client Details

Leading global financial intuition based in the US.

Description

- Diary and calendar management for bankers
- Coordinating and scheduling of meetings and conference calls
- Coordinating internal/external meetings and VCs

- Coordinating travel arrangements
- Expense management and preparation
- Invoice processing
- Supporting teams in day to day issues, needs and queries.
- Providing phone/holiday coverage for colleagues.

Job Offer

- 9:00-17:30
- Competitive salary
- Conversion possibility
- 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

- Excellent Microsoft Word, Excel and Outlook skills
 - Business level of English
 - Time and task management skills
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Company Description

Leading global financial intuition based in the US.