



## Investment Division Associate- Leading Financial Institution

### Job Information

**Recruiter**

SPOTTED K.K.

**Job ID**

1507763

**Industry**

Private Equity Fund, Venture Capital

**Company Type**

Large Company (more than 300 employees)

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ Negotiable, based on experience

**Refreshed**

April 23rd, 2025 04:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

Our client is a Corporate Venture Capital firm, part of one of the world's largest financial conglomerates.

**Key Responsibilities:**

- **Commercial Diligence & Investment Analysis:** Collaborate with the team in India to conduct commercial due diligence on potential deals, develop investment memos or opinions, and report on progress and findings to stakeholders.
- **Investment Team Support:** Assist with both new and ongoing deal executions across India or other regions. Support the due diligence process through sector research, expert interviews, financial modeling, and crafting investment recommendations and memos.
- **Portfolio Management:** Engage in quarterly portfolio review meetings, monitor investment performance, prepare reports for limited partners (LPs), and provide ongoing support to portfolio companies as needed.
- **Business Development:** Collaborate with business units globally to understand strategic objectives, align investment themes, and identify key focus areas. Help drive commercialization efforts with emerging companies, both within and outside the portfolio, by identifying promising startups, fostering pilot programs, and accelerating adoption of strategic

capabilities across the organization.

**Preferred Qualifications:**

- 5+ years of experience in investment banking, M&A, consulting, or a related field with a strong foundational background.
- 1-2 years of experience in venture capital or private equity, with a focus on supporting deal execution.
- Knowledge about banking and finance.
- Proficient in quantitative analysis, with the ability to extract meaningful insights from financial models and large datasets.
- Self-motivated, with the ability to work independently and thrive in collaborative, dynamic environments.
- Comfortable in a startup-like environment, working with a small team and taking initiative to carve out a unique role.
- Fluency in both English and Japanese is a must.
- Attention to detail, with the ability to synthesize and simplify complex information.
- Passionate about networking, building relationships, and fostering connections with entrepreneurs, investors, and industry experts.
- Strong cultural fit with our team: we value collaboration, initiative, and alignment with our core values. We believe that mastering the small details leads to success in the larger picture. We seek team members who are flexible, willing to contribute in various capacities, and are focused on achieving collective success.

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**Company Description**