

MichaelPage

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M&A Support - Private Equity Firm

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Job Information

Recruiter

Michael Page

Job ID

1520533

Industry

Private Equity Fund, Venture Capital

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

February 5th, 2025 10:04

General Requirements

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

This position is an exciting opportunity for an Analyst to join a Deal Execution Team within the financial services industry. The role is based in Tokyo and involves collaborating with a diverse team to execute a range of complex transactions.

Client Details

Our client is a well-established private equity firm. They are known for their strong presence in the Japan market and their ability to develop long-term relationships with their portfolio companies, shareholders, and investors.

Description**M&A Execution:**

- Assist Deal Teams/Investment Professionals in closing/exiting business investments.
- Organize best practices from execution process management, deal structuring, legal, tax and other perspectives by leveraging support from outside advisors, and share such best practices with Deal Teams/Investment Professionals

Value Creation Execution:

- Assist Deal Teams/Investment Professionals in value creation activities for portfolio companies particularly in areas where best practice sharing is effective, such as incentive plan design, refinancing and post-investment legal procedures

Fund Administration:

- Co-work with Senior Analyst for fund administration by liaising with the Fund Management team in the Carlyle Washington DC office.
- Supervise an Executive Assistant in document management and other administrative tasks.

Compliance:

- Assist Compliance Officer in conducting an analysis of information pertaining to compliance related functions and regulations, preparing for and responding to routine reviews and ensuring appropriate information management
- Work with other teams within the firm to ensure all required records and compliance registers are maintained and in an accurate and timely manner

Job Offer

- Competitive salary package
- Opportunity to work in a large, well-established organization within the financial services industry
- Support for professional growth and career advancement
- Work in a diverse and inclusive team environment

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tang Rea on +81368328606

Required Skills

A successful candidate should have:

- A bachelor's degree in a relevant field
- 3-5 years' work experience in the Financial Services or related industry
- Native level fluency in Japanese and business level English communication skills
- Experience in M&A support is a plus, but not required
- Experience in compliance or operations is a plus, but not required

Company Description

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