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## Asset Management Operations

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#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1520778

**Industry**

Asset Management

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Based on hourly rate

**Hourly Rate**

¥2100 - ¥2400

**Refreshed**

February 6th, 2025 16:47

#### 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

Will be joining the asset and wealth management department of leading global financial institution. This position will be responsible for general account, separate account daily/monthly operational tasks, cashflow booking, data transposition and document filling.

**Client Details**

Leading global financial institution specializing in investment banking, asset management, and securities based in the US.

**Description**

- General account and separate account daily/monthly operational tasks
- Cashflow booking
- Data transposition (PDF to Excel)
- Document filling, scanning etc. for retention

### Job Offer

- 9:00-17:30
- Social Insurance
- Total contract lengths will be 12 months (extendable 18 months). Initial contract 1 months, rolling every 1-3 months.

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

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### Required Skills

- Ability to read emails, procedures etc. documents in both Japanese/English
  - Basic Excel knowledge
  - Experience at asset management or other financial company
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### Company Description

Leading global financial institution specializing in investment banking, asset management, and securities based in the US.