

**MichaelPage**

www.michaelpage.co.jp

## Client Service Assistant

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#### Job Information

**Recruiter**

Michael Page

**Job ID**

1523746

**Industry**

Asset Management

**Job Type**

Temporary

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

February 26th, 2025 09:07

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School

**Visa Status**

Permission to work in Japan required

#### Job Description

Will join the client service department and support sales advisors and business development. This position will be responsible for managing client reporting schedules, client reports and client information.

クライアントサービス部門に所属し、営業アドバイザーやビジネス開発をサポートします。このポジションでは、顧客レポートの期日管理・準備・情報の管理などを担当します。

#### Client Details

Leading global investment management firm based in the US.

米国を拠点とする国際的な投資運用会社。

#### Description

- Coordinating and managing client reporting schedules.
- Collecting and compiling data from various sources to prepare regular client reports.
- Finalising client reports.

- Delivering reports to external clients.
  - Downloading data from internal systems.
  - Imputing and updating client information into system.
  - Supporting client meetings.
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- 顧客レポートの期日管理
  - データやコメントなどの各種情報を合算し、顧客レポートを準備
  - 顧客にレポートを送信
  - 社内システムを使いデータをダウンロード
  - 顧客管理システムへ情報の入力と更新
  - 顧客ミーティングのサポート

#### Job Offer

- 9:00-17:30
  - Social Insurance
  - Commuting fee fully covered
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- 9:00-17:30
  - 社会保険完備
  - 交通費全額支給

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

- Relevant work experience, ideally including client servicing within asset management.
  - Proficient in Microsoft Word, Excel and PowerPoint.
  - Basic written English skills.
  - Financial/economics background is desirable, but not essential.
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- 類似する職務経験、特に資産運用分野でのクライアントサービス経験が望ましい。
  - 上級レベルのMicrosoft Word, Excel, PowerPoint。
  - 基本的な英語のライティングスキル。
  - 金融・経済のバックグラウンドが望ましいが、必須ではない。
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#### Company Description

Leading global investment management firm based in the US.