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Portfolio Manager support and research assistant

Contract to perm role

Job Information

Recruiter
[Michael Page](#)
Job ID

1528214

Industry

Bank, Trust Bank

Job Type

Contract

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 6.5 million yen

Refreshed

March 24th, 2025 18:09

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

supporting portfolio managers and research analysts by handling essential administrative tasks

企業情報

Financial firm based in Hong Kong

職務内容

- Provide administrative support for our investment professionals, including portfolio managers and research analysts
- Engage with external parties to arrange events and meetings
- Support one or more investment teams to help alleviate workload and create efficiencies
- Manage calendars and conference calls, make appointments, book conference rooms, and schedule meetings
- Coordinate domestic and international travel arrangements
- Create and process expense reports
- Manage phone coverage for one or more teams and set up conference calls as needed
- Perform personal assistant functions (scheduling, reservations etc.) if required
- Identify areas of improvement and develop solutions to help optimize team workflow
- Develop and maintain strong working relationships with brokers to manage corporate access requests for our

investment professionals in partnership with Compliance

- Adhere to all internal policies and processes such as obtaining all necessary compliance approvals

条件・待遇

Competitive salary

contract to perm

8am to 5pm

Working in the office role

応募は、以下の応募ボタンからお願いします。詳細につきましては、Shinobu Fujimuraにお問い合わせください+813 6832 8620。

Required Skills

- 3+ years of relevant experience
 - Ability to multitask and anticipate assignments while maintaining meticulous attention to detail
 - Proactive workflow management and strong communication skills
 - Strong organizational, communication, and interpersonal skills
 - Ability to work independently and autonomously
 - Proficiency with Microsoft Outlook, Excel, and Word
 - Commitment to the highest ethical standards
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Company Description

Global investment firm

HQ in Hong Kong