



Marketing and Client Service/ マーケティング&クライアントサービス

世界各国に展開する外資系資産運用会社 ハイブリット勤務可能

募集職種

人材紹介会社

アセントグローバルパートナーズ株式会社

採用企業名

Foreign Asset Management Firm.

求人ID

1461633

業種

アセットマネジメント

会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2024年07月08日 07:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒： 学士号

現在のビザ

日本での就労許可が必要です

募集要項

The Senior Associate, Marketing and Client Service will be responsible for sourcing, updating, deploying and governing Japanese content used to support the firm's client-facing teams through the timely production of content for client meetings and events as well as publishing via public/private websites.

- Collaborate with internal teams across the globe including Marketing, Legal, Compliance, Research, Portfolio Management and Investment Solutions from content deployment to localization
- Manage overall progress of marketing initiatives, campaigns and events
- Proactively monitor, measure, and report on marketing program analytics
- Be a point of contact for ad-hoc requests arising from sales channels

- Prepare and edit content and materials for publication from start to finish
 - Support and provide quality control to client service colleagues in generating standard and customized reports, RFP/RFI, Pitch Books, DDQ
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スキル・資格

- 5+ years of experience in marketing, communications and/or client service in asset management
 - Team oriented, willing to contribute to a collaborative environment by demonstrating analytical skills
 - Excellent written and verbal communication skills in both English and Japanese
 - Self-starter and forward planner, with strong project management skills
 - Capable of managing multiple projects and tasks with timely delivery
 - Strong knowledge of Excel, PowerPoint and other general application (i.e. Power BI, OneDrive)
 - Exceptional attention to detail
 - Discretion to handle confidential or sensitive information
 - Strong interest in learning and challenging new areas including software applications
 - A bachelor's degree in communications, marketing, journalism, or related field strongly preferred
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会社説明