

## Compliance Assistant (haken)

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## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1484656

## 業種

アセットマネジメント

## 雇用形態

派遣

## 勤務地

東京都 23区

## 給与

時給制

## 時給

¥2000 - ¥2100

## 勤務時間

9:00 - 17:00

## 更新日

2024年06月27日 17:27

## 応募必要条件

## 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 candidate will support the Legal and Compliance department to support its business across Japan, ensuring timely execution of regulatory filings, maintaining compliance registers, monitoring fund registrations, and conducting compliance checks. Responsibilities also include managing training requirements for JSDA sales representatives, assisting with board meeting documentation, handling regulatory inquiries, and ensuring proper record-keeping.

## Client Details

The client is a leading global investment firm founded in 1985. It specializes in alternative investments across various asset classes, including private equity, real estate, hedge funds, credit, and infrastructure. The client is headquartered in New York City and has a strong global presence with offices in major financial centers around the world.

## Description

- Ensure timely regulatory filings, notifications, and fund registrations for Blackstone Japan and Blackstone-managed funds.
- Manage periodic regulatory reports and maintain compliance with JSDA sales representatives' training and registration requirements.
- Maintain legal ledgers, compliance registers, and ensure record-keeping of required documents.
- Conduct periodic compliance checks with Japan-specific regulations and perform due diligence on new clients and vendors.
- Assist in updating policies, handling regulatory inquiries, and ensuring proper documentation for board/shareholder meetings.
- Support day-to-day compliance and legal activities, including maintaining a company chop.

#### Job Offer

- Social insurances paid.
- Commuting fee paid.
- Medical insurances paid.
- Paid annual leave after 6 months.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Renz Ishikawa at +81 3 6832 8600.

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#### スキル・資格

- Experience working in compliance is a plus but not necessary
- Strong task management skills with efficiency and accuracy
- Experience working in asset management is a plus
- Reading and writing English skills; verbal skills are a plus.
- Highly flexible and collaborative team player.

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#### 会社説明

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