

Investment Management (Contract)

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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

1487481

業種

投資銀行

雇用形態

契約

勤務地

東京都 23区

給与

経験考慮の上、応相談

勤務時間

9:00 - 17:30

更新日

2024年07月29日 17:36

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

流暢

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 be responsible for preparing periodical client reporting and RFP documents, including data aggregation and formatting, and drafting market and strategy commentary with product specialists. Additional duties include updating portfolio monitoring materials, translating between English and Japanese, and supporting internal meeting materials production and operations.

Client Details

The client is a global investment management firm providing research-driven investment solutions across a broad range of asset classes to clients worldwide. It offers services to institutional, retail, and private wealth clients, focusing on both actively managed and passive investment strategies.

Description

- Prepare periodic client reporting documents with product specialists, including data aggregation from internal systems, Bloomberg, websites, and Excel formatting as specified.

- Draft market and strategy commentary for these reports (based on experience).
- Prepare periodic client RFP documents with product specialists, including data aggregation from internal databases and Excel formatting as specified.
- Update portfolio monitoring materials for internal meetings on a monthly basis, including data aggregation from internal systems and basic Excel formatting.
- Translate between English and Japanese (no terminology knowledge required).
- Support the production of internal meeting materials.
- Assist with operations and management tasks.

Job Offer

- Social insurances paid for.
- Medical insurance paid for.
- Commuting fee paid for.
- Annual paid leave.
- Bonus applicable.
- Hybrid working style: 2x a week at home.

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.

スキル・資格

- Minimum of 5 years of experience in the financial industry, preferably in investment management.
- Basic skills in Excel, Word, PowerPoint, and Outlook (knowledge of Bloomberg and POINT is not required).
- Proficient in managing fund statistics spreadsheets and operating VBA macros.
- Strong organizational skills for meeting project deadlines.
- Detail-oriented with excellent document accuracy.
- Effective team player.

会社説明

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