



◀即日勤務可▶ 外資金融機関でCorporate Access

#### 募集職種

人材紹介会社

エンワールド・ジャパン株式会社

求人ID

1501437

業種

アセットマネジメント

会社の種類

外資系企業

外国人の割合

外国人 半数

雇用形態

派遣

勤務地

東京都 23区, 港区

最寄駅

日比谷線、 六本木駅

給与

時給制

時給

2100円

勤務時間

9:00~17:00

更新日

2024年11月15日 00:00

#### 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

その他言語

中国語：北京語 - 日常会話レベル

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 Position

**THE POSITION**

Based in Japan or Hong Kong, the Corporate Access Associate will play a pivotal role in managing and coordinating Investors' trips, Meetings, Conferences and Investor Relations events. The ideal candidate will have 2-3 years of professional experience, preferably in a corporate access within financial services or investor relations.

**Key Responsibilities**

**Direct Corporate Engagement** - Work closely with company executives and investor relations representatives to plan and develop investor trips, company visits and meetings.

**Event Planning & Execution** - Organize and coordinate in-person and virtual meetings, conferences, trips and IR events. Collaborate with brokers for scheduling during conferences. Logistics management of trips, standby and support in-person/virtual meetings to run seamlessly.

**Vendor Management** - Oversee all logistics for corporate access events, manage vendor relationships and ensure timely processing of payments for event-related services.

**Stakeholder Collaboration** - Engage with internal and external stakeholders, including investment professionals, corporate executives, brokers and vendors to ensure the smooth execution of corporate access events & meetings. Liaise with executive assistants, technology team, compliance department to ensure all events run efficiently and adhere to regulatory requirements & internal policies.

**Post-Event Coordination** - Gather feedback, prepare reports, and ensure all follow-up actions are completed, including the distribution of presentation materials and addressing any outstanding requests.

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**スキル・資格**
**Key Skills and Knowledge: -**

- Native Japanese Speaker, fluent in English, advantage to candidates who are proficiency in Mandarin or Korean.
- Excellent project management & organizational skills, able to manage multi-tasks on daily basis.
- Independent to take initiative and ownership of a project that is assigned.
- Ability to communicate in a clear, concise, and accurate manner, able to interact with all levels of internal and external stakeholders.
- Accuracy – attention to detail and consistent
- A good problem-solver & a team player.
- Highly motivated, Proactive and Flexible.
- Ability to prioritize and re-prioritize as needed.

**Education/Experience:**

- 2 – 3 years of experience in a professional work environment, preferably in corporate access within finance services, investor relations role in companies, roadshow executives in PR agency or hospitality industries.

**Systems Skills:**

- High proficiency level with Microsoft Office.
- Training will be given on in-house applications.

**Values:**

- Customer Focus
- Ownership & Integrity
- Enthusiasm & Passionate
- Innovation
- Diversity & Inclusion
- Teamwork & Respect

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**会社説明**