



◀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12月27日 06:00

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.

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

会社説明