

Investment Banking Assistant

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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

1505635

業種

投資銀行

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

時給

¥2200 - ¥3500

勤務時間

9:00-17:30

更新日

2024年11月19日 17:37

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

流暢

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

Leading global financial intuition based in the US. This role will be responsible for providing administrative support to 10-15 Junior bankers at Analyst and Associate level.

Client Details

Leading global financial intuition based in the US.

Description

- Diary and calendar management for bankers
- Coordinating and scheduling of meetings and conference calls
- Coordinating internal/external meetings and VCs

- Coordinating travel arrangements
- Expense management and preparation
- Invoice processing
- Supporting teams in day to day issues, needs and queries.
- Providing phone/holiday coverage for colleagues.

Job Offer

- 9:00-17:30
- Competitive salary
- Conversion possibility
- Social Insurance

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Aino Takagaki at +81368328913.

スキル・資格

- Excellent Microsoft Word, Excel and Outlook skills
 - Business level of English
 - Time and task management skills
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会社説明

Leading global financial intuition based in the US.