


Authentic Indication

Client On-Boarding Assistant | 金融業界に興味をお持ちの方、新卒・未経験でも歓迎しています。 

★金融業界未経験の方歓迎★丁寧な敬語使用したお客様対応経験活かせる★柔軟な働き方

募集職種

採用企業名

Authentic Indication 株式会社

求人ID

1510952

業種

ソフトウェア

会社の種類

中小企業 (従業員300名以下)

外国人の割合

(ほぼ) 全員外国人

雇用形態

正社員

勤務地

東京都 23区, 港区

最寄駅

銀座線、 虎ノ門駅

給与

400万円 ~ 600万円

更新日

2024年12月17日 16:31

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

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

Client On-boarding Assistant

In this role, you will introduce the Authentic Indication platform to Corporations (i.e. Banks and Insurance Companies), Hedge Funds, and Asset Managers.

Your day-to-day task

- Conduct demonstrations for Users of the Authentic Indication platform in Japanese

- Contact and follow-up with Users for onboarding
- Translate English marketing material into Japanese for posting on LinkedIn
- Assist with development of demonstration videos in Japanese for Users of the platform

What can you expect upon joining?

Team

Work directly with the key decision makers who are experts in their respective fields - CEO (20 years of experience in Investment Banks) and CTO (>20 years experience in Software Development). You will shadow the CEO from 9:30-16:30 on most weekdays, working from the office in Toranomon or Nihonbashi and accompanying the CEO for on-site presentations in Tokyo.

Your First 3 Month in the Role

First Month

- You will learn about institutional equity trading and how information leaks impact participants.
- You will learn how the Authentic Indication platform solves this problem.
- You will shadow the CEO in product demonstrations and learn how the platform is presented.
- You will learn how to use the demo environment to conduct a demonstration.

Second Month

- You will continue to shadow the CEO in meetings to expose you to different cases.
- You will follow up with Japanese Users interested in the platform for demos and onboarding.
- You will begin to lead in demonstrations for Japanese Users, with the CEO present to support.
- You will learn how to record instructional videos that can be sent to Users.

Third Month

- You will independently conduct demonstrations for Users, in English or Japanese.
- You will work with the CEO to develop marketing posts on LinkedIn.
- You will work with the CTO to produce instructional videos for the firm's website.
- You will help the CEO & CTO coordinate expansion of the platform into overseas markets.

Our Product

Authentic Indication 株式会社 provides brokers with a system that enables IOI (Indication of Interest) messaging for institutional traders via a secure, cloud-based platform. Hedge Fund and Asset Management trading teams submit encrypted IOIs directly to the platform, where the information is held in escrow until conditions specified by the submitter are satisfied.

スキル・資格

Must have

- Business Level (敬語) fluency in Japanese (for external communication)
- Business Level fluency in English (for internal communication)
- Presentation skills - the ability to conduct a demonstration in person or online in Japanese

Added advantage to have

- basic knowledge of financial markets
- translation experience
- experience working with PowerPoint, KeyNote, or other presentation applications

Perks and Benefits

- remote work flexibility for online demonstrations
- startup experience with tremendous growth potential
- corporate exposure through platform clients
- opportunity to work with overseas clients
- potential for overseas relocation as the company grows
- Japan National Holidays and Weekends off - 120 days off per year ☆ 2 days off per week
- additional paid vacation (10 days)
- special leave for special occasions
- salary increase: Yes
- bonus: Yes
- stock Options: Yes
- transportation expenses provided (subject to regulations)
- overtime pay (exceeding fixed overtime hours)
- travel allowance
- complete social insurance (health insurance, welfare pension, employment insurance, workers' compensation insurance)
- childcare leave / flex-time available
- health check available

Selection Process

Casual interview (if desired)

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Document screening (Japanese resume and work history, English resume)

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Interviews (approximately 3 times): You will be asked to visit our office at least once for a face-to-face interview.

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Job offer/joining the company

会社説明