

MichaelPage

www.michaelpage.co.jp

## Senior Client Reporting Specialist

## Client Reporting Specialist

## 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

1517274

## 業種

アセットマネジメント

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2025年01月27日 08:14

## 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

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

An exciting opportunity has arisen for a Senior Client Reporting Specialist in the a top tier European Asset Management Firm. This role is perfectly suited to someone with a strong interest in the Asset Management business who enjoys working with numbers, data and market comments to provide high quality reports to clients.

## Client Details

Our client is a globally recognized Asset Management Firm. With a vast network of offices and clients all over the world, they have a strong presence in Tokyo. The company is committed to innovation, integrity, and excellence, and provides top-notch services to their clients.

## Description

- produce and distribute monthly and investment reports for mutual funds
- support process improvement initiatives to enhance reporting efficiency and reduce risks, including collaboration with external vendors
- take responsibility for the translation and creation of market commentaries and other related documentation.
- aggregate statistical data for reporting and external consultations
- collaborate with cross-functional teams, including Sales, Product, and Investment teams, to ensure accurate and

- timely reporting
- provide administrative support, including schedule management, meeting coordination, and document management
- foster a collaborative team environment and contribute to team success through effective communication and teamwork

#### Job Offer

- A competitive salary package.
- A supportive and professional work environment.
- Opportunities for career progression and personal development.
- Comprehensive benefits package.
- New, modern office building at the center of Tokyo's business district.

We encourage all qualified candidates to apply for this exciting opportunity in the Financial Services industry in Tokyo.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tang Rea on +81368328606

---

#### スキル・資格

A successful Senior Client Reporting Specialist should have:

- experience in producing monthly reports and investment reports for both Japan-domiciled mutual funds and foreign-domiciled funds
- experience working with Excel and other Office tools. VBA and other programming skills are a strong plus
- ability to work collaboratively with other teams and communicate effectively
- familiarity with financial assets and a willingness to learn about new investment products
- strong organizational skills, including schedule management and administrative support
- proficiency in Japanese, business-level English is preferred

---

#### 会社説明

Our client is a globally recognized Asset Management Firm. With a vast network of offices and clients all over the world, they have a strong presence in Tokyo. The company is committed to innovation, integrity, and excellence, and provides top-notch services to their clients.