

MichaelPage

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Asset Management Operations

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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

1520778

業種

アセットマネジメント

雇用形態

派遣

勤務地

東京都 23区

給与

時給制

時給

¥2100 - ¥2400

更新日

2025年02月06日 16:47

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

Will be joining the asset and wealth management department of leading global financial institution. This position will be responsible for general account, separate account daily/monthly operational tasks, cashflow booking, data transposition and document filling.

Client Details

Leading global financial institution specializing in investment banking, asset management, and securities based in the US.

Description

- General account and separate account daily/monthly operational tasks
- Cashflow booking
- Data transposition (PDF to Excel)
- Document filling, scanning etc. for retention

Job Offer

- 9:00-17:30
- Social Insurance
- Total contract lengths will be 12 months (extendable 18 months). Initial contract 1 months, rolling every 1-3 months.

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

- Ability to read emails, procedures etc. documents in both Japanese/English
 - Basic Excel knowledge
 - Experience at asset management or other financial company
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会社説明

Leading global financial institution specializing in investment banking, asset management, and securities based in the US.