

MichaelPage

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## Portfolio Manager support and research assistant

Contract to perm role

## 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

1528214

## 業種

銀行・信託銀行・信用金庫

## 雇用形態

契約

## 勤務地

東京都 23区

## 給与

600万円 ~ 650万円

## 更新日

2025年04月07日 00:00

## 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

supporting portfolio managers and research analysts by handling essential administrative tasks

## 企業情報

Financial firm based in Hong Kong

## 職務内容

- Provide administrative support for our investment professionals, including portfolio managers and research analysts
- Engage with external parties to arrange events and meetings
- Support one or more investment teams to help alleviate workload and create efficiencies
- Manage calendars and conference calls, make appointments, book conference rooms, and schedule meetings
- Coordinate domestic and international travel arrangements
- Create and process expense reports
- Manage phone coverage for one or more teams and set up conference calls as needed
- Perform personal assistant functions (scheduling, reservations etc.) if required
- Identify areas of improvement and develop solutions to help optimize team workflow
- Develop and maintain strong working relationships with brokers to manage corporate access requests for our

investment professionals in partnership with Compliance

- Adhere to all internal policies and processes such as obtaining all necessary compliance approvals

#### 条件・待遇

Competitive salary

contract to perm

8am to 5pm

Working in the office role

応募は、以下の応募ボタンからお願いします。詳細につきましては、Shinobu Fujimuraにお問い合わせください+813 6832 8620。

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#### スキル・資格

- 3+ years of relevant experience
- Ability to multitask and anticipate assignments while maintaining meticulous attention to detail
- Proactive workflow management and strong communication skills
- Strong organizational, communication, and interpersonal skills
- Ability to work independently and autonomously
- Proficiency with Microsoft Outlook, Excel, and Word
- Commitment to the highest ethical standards

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#### 会社説明

Global investment firm

HQ in Hong Kong