

## Job Detail

Staff Level

Position Title	【長期派遣】米系アセマネ クライアントサービス
Recruiter Company	Michael Page International Japan K.K./マイケル・ページ・インターナショナル・ジャパン株式会社
Company Name	Company name is private
Activated / Updated	2024-05-02 / 2024-05-02
Job Type	Finance/Bank/Securities/Investment - Administration/Support/Back Office
Industry	Finance - Other
Location	Asia Japan Tokyo
Job Description	<p>販売会社とのやりとり、国内投資信託の解約などをお願いいたします。</p> <p>Description</p> <ul style="list-style-type: none"><li>* Daily sub/red process support for shareholder services (for Japanese domestic funds)</li><li>* Client interaction with distributors and vendors</li><li>* Supporting the team with ad-hoc tasks such as document filing, receiving phone calls, setting up meetings, etc.</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Knowledge of financial products and terms</li><li>* Excellent organizational and priority management skills in a fast-paced environment</li><li>* Experience working with domestic funds</li><li>* Native level Japanese language and business level English language skills</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Social Insurance</li><li>* Employment Insurance</li><li>* Paid Leaves</li><li>* Healthcheck</li></ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayaka Naota on +813 6832 8975.</p>
Company Info	It is an American multinational investment bank and financial services company.
Working Hours	9:00 - 17:30
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	Depends on experience
Job Contract Period	12 months