

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">* Daily sub/red process support for shareholder services (for Japanese domestic funds)* Client interaction with distributors and vendors* Supporting the team with ad-hoc tasks such as document filing, receiving phone calls, setting up meetings, etc. <p>Profile</p> <ul style="list-style-type: none">* Knowledge of financial products and terms* Excellent organizational and priority management skills in a fast-paced environment* Experience working with domestic funds* Native level Japanese language and business level English language skills <p>Job Offer</p> <ul style="list-style-type: none">* Social Insurance* Employment Insurance* Paid Leaves* Healthcheck <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