



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese employers. On behalf of our customer, an information service company, we are looking for an

Business Associate, Tokyo (938) Fluency in English and Japanese, Information Service

Company information

Our customer provides global investment and business professionals with on-demand access to business expertise across all industries and geographies.

The company was founded in London in 2008. The company has offices in Tokyo, Hong Kong, Seoul, Shanghai, New York, San Francisco, Hamburg and Dubai.

Job description:

As an Business Associate, you act as the connection point between our clients and industry experts. Your role is to understand clients' knowledge gaps and identify experts with the knowledge that can address them. You need to think quickly yet critically, conduct high-level research on companies and industries, and identify the world's best experts with the right experience and insights to address our clients' questions.

- Reach out to people and assess whether they possess the knowledge our clients seek in several projects
- Connect qualified experts to clients
- Develop effective project, client, communication, and time management skills.

This is a fast-paced, commercial role with a clear focus on results and revenue generation, and Associates who succeed often embark on successful careers in commercial and operational leadership.

Job requirements:

- Max 3 years working experience
- Bachelor's degree, with strong academic credentials and noteworthy extracurricular leadership
- Fluency in English and Japanese (Native or JLPT1) is essential

Your assets:

- Strong academic credentials
- Innate curiosity and excitement about the world of business, ideally evidenced through choice of undergraduate degree, past internships, etc.
- High level of extracurricular involvement and leadership
- A client-first mindset, which means a relentless commitment to work on clients' behalf and surpass their expectations
- The drive and resilience to deliver excellent service amidst tight timelines and changing circumstances
- Growth mindset: the ability to develop in your role over time and view setbacks as learning opportunities

What You Can Expect

- A fast-paced environment with measurable deliverables and a focus on results
- The opportunity to gain transferable skills, including results-oriented research, sales, negotiation, commercial acumen, professional communication, and project and time management
- A team-oriented, strongly supportive culture emphasizing transparency, continuous feedback, professional development, and celebrating wins
- A professional development team that works to ensure that you're supported and on a clear career trajectory both within our firm and beyond
- Comprehensive medical benefits (health and dental)

Are you looking for the next step in your career? Please send your CV to Ikuko Nakaishi (application@nipponrecruitment.com).