**Job Title:** Client Service Associate for Japan Relationships

**Department:** Institutional Client Service

**Job Reports To:** SVP, Senior Relationship Manager

**Job Summary:** An Associate position in the Institutional Client Service Department is responsible for assisting the Senior Relationship Manager and other members of the Client Service Team dedicated to Japanese sub-advisory and pension clients.

**Major Responsibilities/Activities:**
- Translate and update presentations and collateral marketing materials
- Assist with preparation for client meetings, reporting and conference calls
  - Gathering portfolio data and information
  - Completing custom client reports
  - Completing client questionnaires
- Assist team with responding to ad-hoc questions and requests
- Utilize various marketing software tools and vendors
- Assist with the development and maintenance of a Japanese section of Cohen & Steers’ Website

**Minimum Requirements:**
- Must be able to speak, read and write English and Japanese with fluency
- Bachelor degree from an accredited college
- 2+ years of related experience preferred
- Skilled use of Excel, Word, PowerPoint, Bloomberg
- Excellent communication and writing skills in both English and Japanese
- Must be able and willing to work in a team oriented environment

**Beneficial Skills and Abilities:**
- Knowledge of the mutual fund industry in Japan
- Knowledge of liquid real assets including REITs, global listed infrastructure and MLPs, commodities and natural resource equities; preferred securities

**Working Conditions**
Hours typically 8:30am to 5:30pm; must be able to stay later as needed
No travel required

**Note:** This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.