

Corporate Development Associate , Business Development Department

Mynavi Group is one of the leading human resource services in Japan. For over 48 years, we have expanded our business by matching individual clients and enterprise clients in meaningful partnerships. We started as a talent-matching media company for university graduates and mid-career and, has since grown new lines of business in the housing, bridal, travel, and dining industries. Since 2019, we have invested in HR Tech, Software development and sales related to various HR services, real estate platform companies overseas and we are ready to take on the U.S. market this year, 2021.

MYNAVI USA will be the hub of the Mynavi Group's HR Tech and Global Business Department, helping job seekers and companies around the world make convincing choices in their work and life.

YOU WILL DO

The Corporate Development Assistant will assist with the department supervisor on implementation of the company strategy relating to M&A, Joint Ventures, Partnerships and Divestment such as Human Resources (HR) Technology, Digital marketing, Software development startups etc. You will report directly to the corporate development manager in New York. Over time, we expect the assistant to be an expert in corporate investment and will give an opportunity to be a managerial position of the Business Development Department as needed.

- Assist with tasks related to the investment activities such as M&A, Joint Ventures, Partnerships and Divestment.
- Prepare document drafts via multiple platforms, including Google applications , Microsoft Word, PowerPoint, Excel.
- Closely liaise with supervisors and advisors to draft and tailor proposal responses.
- Create a target list of promising investments through target market research.
- Assist supervisors in preparing presentations that address P&L impact, valuation, returns analysis and strategic objectives.
- Assist in the production of marketing collateral and company introduction materials, responses to RFPs and client presentations, including proofreading, formatting, editing, printing, binding and delivery.
- Provide administrative assistance, including budgeting and reporting, as needed to the investment such as M&A, Joint Ventures, Partnerships and Divestment.
- Manage information in the Firm's contact relationship management (CRM) excel file, including the review and creation of mailing lists used for direct mail campaigns.
- Conducting effective test marketing; Sales and marketing the products and services of the potential investee company to identify the market accessibility of the business and investment opportunities; Generate new clients accounts in local markets through cold calling, networking

and email as needed. Act as a first-tier response to initial inquiries, with a warm and friendly professional attitude.

- Set up meetings with supervisors and prospective clients, potential investee companies, advisors and partners.

YOU WILL NEED

- Bachelor's degree with a minimum of two years of work experience
- Ability to speak and write in English fluently
- M&A transactional or business development experiences in Human Resources or digital marketing sector within a corporate development.
- Knowledge of income statements, cash flow statements and balance sheets for domestic and foreign public and private companies
- Ability to work independently and Excellent communication and interpersonal skills
- Microsoft Office software proficiency, with expertise in PowerPoint, Word and Excel are required.

Preferred Qualifications:

- Ability to speak Japanese.
- Region and international travel will be expected as the role develops.

About the role:

We are looking for a corporate development assistant to assist in our external growth efforts and corporate strategy from the origination of M&A deals to the execution of transactions. The right candidate is someone who has experience in conducting market research and assisting in identifying market accessibility of new business and investment opportunities.

<Benefits>

- Computer, Cellphone
- Private Medical insurance
- Dental insurance
- Free beverage
- Mynavi Group`s paid holidays
- Flexible working hours
- Flexible working locations during Covid-19

Office Location: The Chrysler Building,405 Lexington Ave, New York, NY 10174

Working Hours: 9:15- 17:45 or Flexible hours.

Working Location: New York Office or Flexible arrangement
