

JOB DESCRIPTION**Job title: Sales Support****Corporate Title: Analyst****Report to: Head of Investment Strategies & Solutions, Korea****Location: Seoul, Korea****Nomura overview**

Nomura is a global financial services group with an integrated network spanning over 30 countries and regions. By connecting markets East & West, Nomura services the needs of individuals, institutions, corporates and governments through its three business divisions: Retail, Wholesale (Global Markets and Investment Banking), and Investment Management. Founded in 1925, the firm is built on a tradition of disciplined entrepreneurship, serving clients with creative solutions and considered thought leadership. For further information about Nomura, visit www.nomura.com.

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Department overview:

Investment Strategies & Solutions is managing distribution of overseas investment products to financial institutions in Korea.

Responsibilities:**Supporting Overseas Fund Distribution: Equity, Fixed Income and Alternatives**

- Providing periodic reports to clients
- Dealing with clients' requests in cooperation with overseas affiliates
- Translating relevant materials for client service
- Generating reports for internal use
- Arranging/Preparing the client meetings
- Making business trips for the purpose of distribution/training/others on a needed basis
- Handling administrative works of the department
- Other supporting roles for the department/company

Key Experiences & skills:

- BA degree
- Good interpersonal skills and strong communication skills
- Technical competency – MS Office
- Experience – Not required
- Certificates – Finance-related certificate/charter (preferred)
- Language – Fluent in Korean and English (Mandatory, Written/Verbal), Working level of knowledge in Japanese Language (Optional)

Diversity Statement

Nomura is committed to an employment policy of equal opportunities, and is fundamentally opposed to any less favourable treatment accorded to existing or potential members of staff on the grounds of race, creed, colour, nationality, disability, marital status, pregnancy, gender or sexual orientation.

Nomura is an Equal Opportunity Employer