

Job Information

Job ID: 74921
Job Title: Equity Derivatives Middle Office
Recruiter: Hays Specialist Recruitment (Japan) KK
Division: Middle Office
Job Type: Full-time
Location: Tokyo - 23 Wards
Salary: 10 million yen - 14 million yen
Date: October 27th, 2008 14:24

General Requirements

Employment Experience: Over 3 years
Career Level: Mid Career
English: Fluent
Japanese: Business Level
Education: Bachelor's Degree
Visa Status: Japanese national or permission to work in Japan required

Job Description

A vacancy exists for an Analyst within the Equity Derivatives Middle office team with the following responsibilities:

Manage relationship with the trading desk, IT and Global Operation counterparts.

Trade processing and validation, corporate action monitoring and processing, static data maintenance, investigations and attending client queries.

To manage a team of one to two staff.

To establish a solid procedure and control over derivatives processing.

To liaise with Hong Kong and London counterparts on a regular basis to exchange information and to seek guidance for a globally aligned process.

To administer tasks required for regulatory reporting as required.

Regular reporting to local Manager.

Ensuring full compliance with local and foreign regulations.

Regular reporting to the Line Manager.

Adherence to all duties and responsibilities expected of staffs in Operations Department

Possibility of managing a small team of 2-4 staffs.

We ' re looking for enthusiastic and energetic individuals with good communication skills and who are team players.

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Required Skills

Minimum 3 years of working experience in OTC or EDG Derivatives.

JSDA Level 2

Broad product knowledge across Derivatives with any ranges of based products ; OTC, EDG, or CDS.

Familiarity with 2000/2006 ISDA Definition , Equity Derivatives Definition.

Good understanding of P&L and Risk Management.

Good understanding of client business.

Fluency in both English and Japanese, written and spoken, preferred?

Microsoft Office applications (Word, Excel, Powerpoint)

Sound awareness of corporate and regulatory policies, and the ability to apply appropriate control measures.

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Company Description

ヘイズ・グループは1800年代にロンドンに設立された、世界27カ国、350以上のオフィス、8,000人以上の従業員を抱える世界最大級のスペシャリスト・リクルーティング会社です。今現在アジアで最も大きなリクルーティング会社として知られており、専門分野に特化した人材紹介サービスのクオリティの高さとそのスピードで、世界中で高い評価を得ております。弊社では、正社員・派遣社員の紹介はもとよりリクルートメントプロセスアウトソーシングのお手伝いもさせて戴いております。

東京オフィス 03-3560-1188

大阪オフィス 06-4705-5545

専門分野：

アカウンティング & ファイナンス（会計&金融）

バンキング（銀行）

コンストラクション&プロパティ（コンストラクション&プロパティ）

ファイナステクノロジー（ファイナステクノロジー）

ヒューマンリソース（人事）

インフォメーション テクノロジー（情報テクノロジー）

ファーム（医薬、化学）

セールス & マーケティング（セールス&マーケティング）

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