



## (No Financial Experience Needed) Middle Office Support

### Worldwide Brokerage Firm

#### Job Information

**Hiring Company**

BGC Shoken Kaisha Limited

**Job ID**

1544134

**Industry**

Securities

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Refreshed**

July 15th, 2025 00:00

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

**Middle Office Support**

**Location:** Tokyo, Japan

**Company:** BGC Shoken Kaisha Limited (U.S. Firm, Tokyo Branch)

**Department:** Yen Interest Rate Swaps (IRS)

**Employment Type:** Full-time

**About BGC Partners**

BGC Partners (NASDAQ: BGCP) is a leading global brokerage firm headquartered in London and New York. We provide integrated voice and electronic brokerage services to wholesale market participants across a wide range of financial products, including fixed income, rates, foreign exchange, equity derivatives, credit derivatives, futures, and structured products.

**Role Overview**

We are seeking a highly motivated and detail-oriented Middle Office Support to join our newly launched Yen IRS desk in Tokyo. This is an exciting opportunity to be part of

a dynamic and fast-growing team in one of the most active IRS markets globally. The ideal candidate will be bilingual in Japanese and English, with strong organizational skills and a keen interest in financial markets.

**Key Responsibilities**

- Accurately input and record brokerage trade deals into internal systems.
  - Calculate deal prices and verify trade details using blotters.
  - Liaise with clients to confirm trade details and resolve discrepancies.
  - Collaborate closely with brokers and traders in a fast-paced trading floor environment.
  - Ensure timely and accurate trade reconciliation and reporting.
  - Support the desk with ad hoc operational and administrative tasks.
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**Required Skills****Qualifications and Skills**

- Language Proficiency: Fluent in both Japanese and English (additional languages are a plus).
- Attention to Detail: High level of accuracy in data entry and trade verification.
- Team Player: Demonstrated ability to work effectively in a collaborative team environment.
- Communication: Clear and professional verbal and written communication skills.
- Experience: Prior exposure to trading or brokerage environments is advantageous.
- Availability: Immediate availability is preferred.

**What We Offer**

- A unique opportunity to join a startup desk within a global financial institution.
- Exposure to a high-energy trading floor and real-time market activity.
- A collaborative and inclusive work culture.
- Full Training will be provided.

**Additional Information**

All personal data collected will be treated with strict confidentiality and used solely for recruitment purposes. Only shortlisted candidates will be contacted.

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**Company Description**