



PR/118062 | Back Office Transaction Operations – Japanese Company

Job Information

Recruiter[JAC Recruitment UK](#)**Job ID**

1545471

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 10:41

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

[Location] London, UK**[Salary]** £30,000 - £40,000 per annum**[Employment Type]** Full-time**[Working Hours]** 9:00 AM - 5:00 PM

(actual working hours: 7 hours / There may be a need to start work early from home)

[Work Arrangement] Flexible work

Key Responsibilities

- Verification of transaction information and correction of errors
- Validation of transaction confirmation documents
- Support for settlement operations related to transactions
- Coordination with counterparties and stakeholders

Qualifications

- Experience in trade administration or sales administration in the UK (preferably over 3 years)
- Experience in transaction management or sales management using order processing systems is desirable
- Familiarity with numerical data entry systems is preferred
- Strong willingness to learn and a proactive attitude are required

Additional Information

- Candidates must be able to work legally in the UK without visa sponsorship.
- Business level proficiency in English (spoken and written) required.

#LI-JACUK

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Thank you for your interest in this position.

Should your qualifications align with this vacancy's requirements, we will reach out to you within three working days. If you do not hear from us within this timeframe, please consider that your application has not been successful on this occasion. We appreciate your understanding and apologise for any inconvenience this may cause.

Regards

Company Description