



## PR/118098 | Operations Assistant (Japanese Speaking)

### Job Information

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

1553890

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

August 5th, 2025 10:42

### 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

**Company:** Japanese Financial Institution**Position:** Operations Assistant (Japanese Speaking)**Location:** City of London**Salary:** GBP 30-35K

This role is offered on a fixed-term basis, with prospects for continued employment.

### Purpose of this role

Supporting compliance, operations, and accounting through administrative tasks, and assisting the COO across various responsibilities.

**Responsibilities:**

Handle communications, reporting, and administrative tasks related to the compliance framework.

Support accounting operations through reporting, maintenance, and administrative duties.

Assist with various operational areas including general office administration and liaison with group companies

Assemble reports, prepare proposals, and arrange meetings to support team members and group entities.

Assist in fulfilling requests and providing related services across departments.

Ensure business operations comply with FCA requirements and other relevant regulations.

**Requirements:**

Strong with Microsoft Office (Excel and Word)

Comfortable working with numbers

Fluent in Japanese and business level in English

We regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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**Company Description**