



PR/096408 | Trading Operations Automation Analyst

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570939

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 24th, 2026 15:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is a boutique investment firm specializing in alternative strategies. It focuses on generating alpha through deep fundamental research and strategic partnerships across public and private markets.

JOB RESPONSIBILITIES

- Design, build, and maintain automation for order routing, allocations, confirms, and reconciliations (e.g., broker STP, FIX drop-copy handling, trade file transformations).
- Develop Excel-based tools (VBA, Power Query, advanced formulas) and Python scripts for data validation, pre-trade checks, EOD reporting, and exception handling.
- Provide Windows/macOS, hardware, AD/Azure AD support; manage device setups and market data terminals.
- Document SOPs; support BCP/DR and participate in on-call rotation.

JOB REQUIREMENTS

- 2–5 years in trading ops/systems support.
- Strong Excel (advanced formulas, VBA) and at least one scripting language (Python preferred).
- OMS/EMS workflow knowledge; basic FIX; hands-on end-user support.
- Nice-to-have: Bloomberg AIM/FlexTrade/CRD, BI/SQL, Intune/SCCM, market data exposure.

Working Location: Singapore

Syahirah Binte Ahmad Ja'afar (R22105331)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description