



(No Financial Experience Needed) Middle Office Support

Worldwide Brokerage Firm

Job Information

Hiring Company

[BGC Shoken Kaisha Limited](#)

Job ID

1581945

Industry

Securities

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 01:00

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.

Company Description