



(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

March 24th, 2026 14:00

#### 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**