



【外資系証券】オペレーションマネージャー | 東京拠点立ち上げ

大手外資系金融機関の日本進出に、立ち上げメンバーとして関わるチャンス

Job Information

Recruiter

Morgan McKinley

Job ID

1616402

Industry

Bank, Trust Bank

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

October 7th, 2026 21:28

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

グローバルに事業を展開する大手金融機関が、東京拠点の新設に伴い、オペレーションマネージャーを募集しています。

日本におけるオペレーションチームの立ち上げメンバーとして、債券や証券ファイナンスの営業部門と連携し、顧客オンボーディング、KYC/AML、取引処理、決済まで幅広い業務を担当します。

既存の仕組みを運用するだけでなく、拠点立ち上げに必要な業務フローやオペレーション体制をゼロから構築できるポジションです。

事業拡大に伴い、将来的に日本のオペレーションヘッドを担うキャリアパスも想定されています。

主な職務内容

- 債券・証券ファイナンスの営業部門と連携し、顧客オンボーディングから取引後のオペレーションまで幅広くサポート
- KYC/AMLプロセスを含む新規顧客のオンボーディングを推進
- 債券・レボ取引等における取引処理、アロケーション、コンファメーション、決済業務を管理
- 東京拠点の業務フロー、オペレーション体制、各種プロセスをゼロから構築
- システムや業務手順を整備し、正式なライセンス取得に向けたオペレーション基盤を構築
- 法務、コンプライアンス、リスク、IT、海外のリージョナルチームと連携し、日本の規制・市場インフラとグローバル基準の両方に対応
- 事業拡大に伴い、オペレーションチームの採用・育成・マネジメントを担う

A prominent global investment bank is establishing a new **securities entity in Tokyo** and is seeking an experienced Operations Manager to build and lead its local operational framework from the ground up.

As a founding member of the Japan Operations team, you will work directly alongside Fixed Income and Securities Financing sales professionals, taking responsibility for **client onboarding, KYC/AML, trade processing, settlements, post-trade operations, and operational infrastructure**.

This is a broad, high-impact opportunity for an experienced investment banking or securities operations professional who wants to move beyond a narrowly defined operational function. You will establish workflows and operating procedures ahead of formal licence approval, coordinate with regional and global teams, and build the local Operations function as the Japan business expands.

The position also offers a clear opportunity to develop towards **Head of Operations** as local market activity and headcount grow.

Key Responsibilities

- Act as a founding member of the local Operations team, working directly with sales professionals to manage client onboarding and operational execution.
- Partner closely with **Fixed Income and Securities Financing** sales teams to manage end-to-end client onboarding, KYC/AML processes, and post-trade lifecycle support.
- Oversee daily trade processing, allocations, confirmations, and settlements across fixed income and repo/securities financing products.
- Take ownership of operational processes throughout the transaction lifecycle, ensuring accurate and timely execution.
- Serve as the primary operational lead during the Japan setup phase, establishing workflows, implementing systems, and designing operating procedures ahead of formal licence approval.
- Develop scalable operational processes and infrastructure to support increasing transaction volumes and future business growth.
- Collaborate with Legal, Compliance, Risk, IT, and international regional hubs to ensure operations align with **Japanese regulatory requirements and global institutional standards**.
- Apply knowledge of Japanese financial market infrastructure, JSDA requirements, and local clearing and settlement processes to the development of the new operating model.
- Identify operational risks, process gaps, and implementation requirements during the establishment of the securities entity.
- Build, mentor, and manage a high-performing Operations team as market activity and local headcount increase.
- Support the broader development of the Japan business by providing operational expertise across trade support, regulatory setup, and business infrastructure.

Required Skills

必須条件 経験・資格：

- 投資銀行、証券会社などのオペレーション、またはミドルオフィス経験5年以上
- 日本の金融市場インフラ、JSDA規則、国内の清算・決済システムに関する知識
- 債券、レボ、証券ファイナンスなどの取引・決済業務に関する実務知識
- 大卒以上（または同等の経験）

ソフトスキル：

- 立ち上げ初期のオフィスにおいて、スタンドアローンで仕事を進められる主体性・実務能力
- 既存の仕組みに頼らず、業務フローやプロセスをゼロから設計・構築するオーナーシップ
- 状況の変化や新たな課題に対応できる柔軟性
- 営業、法務、コンプライアンス、リスク、ITなど、幅広い関係者と円滑に連携できるコミュニケーション力

語学力：

- 日本語：流暢
- 英語：上級ビジネスレベル（読み書き・会話）

歓迎条件

- オペレーションや業務プロセスの構築や刷新に携わった経験
- 債券、レボ、証券ファイナンスなどのプロダクトに関する実務経験

採用企業について
大手外資系金融機関。

投資銀行、キャピタルマーケット、ウェルスマネジメントなど、幅広い金融サービスをグローバルに展開しています。

今回、日本での事業拡大に伴い、東京に証券業務を担う新たな拠点を設立。グローバルな金融機関としての基盤を持ちながら、日本ではこれから組織やオペレーション体制を構築していく段階にあります。

本ポジションは、証券オペレーション、投資銀行オペレーション、ミドルオフィスの経験を活かし、新規法人の立ち上げ段階からオペレーション基盤を構築できる希少な機会です。

この求人がおすすめの理由

- 大手外資系金融機関の日本進出に、立ち上げメンバーとして関われる
- 東京のオペレーションをゼロから構築する、裁量の大きなポジション
- トレードサポートや規制対応、ビジネスインフラまで、幅広い視野を身に付けられる
- 将来的に日本のオペレーションヘッドを目指すキャリアパス
- 在宅勤務可
- フレックスタイム制あり

金融の転職なら **Morgan McKinley**。

Required Skills and Qualifications **Experience:**

- **5+ years of Operations or Middle Office experience** within an investment bank or securities firm in Japan.
- Strong experience with investment banking or securities operations, including trade processing, confirmations, settlements, or post-trade support.
- Experience supporting **Fixed Income, repo, securities financing**, or related institutional financial products.
- Experience with institutional client onboarding and KYC/AML processes.
- Deep understanding of **Japanese financial market infrastructure, JSDA regulations, and local clearing and settlement systems**.
- Experience collaborating with functions such as Sales, Legal, Compliance, Risk, and IT in a regulated financial services environment.
- Ability to establish operational workflows, processes, procedures, and controls in a new or evolving business environment.
- Bachelor's degree or equivalent.

Soft Skills:

- Ability to operate independently and take ownership in a standalone position within a lean team during the initial setup phase.
- Proactive mindset with the ability to **design and implement operational processes from scratch**.
- Strong problem-solving skills and the ability to identify operational risks, gaps, and practical solutions.
- Excellent stakeholder management skills when working across local and international teams.
- Ability to communicate effectively with institutional clients, internal stakeholders, regulators, and global teams.
- Adaptability and versatility to manage a broad operational scope in a growing organisation.
- Leadership capability with the potential to build, mentor, and manage a local Operations team as the business expands.

Language Requirements:

- **Japanese:** Business to Fluent level
- **English:** Business to Fluent level, spoken and written

Preferred Skills & Qualifications

- Experience supporting the establishment, expansion, or operational transformation of a securities or investment banking business in Japan.
- Strong hands-on knowledge of **Fixed Income and Securities Financing Operations**.
- Experience designing new operating models, workflows, controls, and procedures.
- Experience working with regional or global Operations teams within an international financial institution.
- Previous experience helping to build or scale an Operations team in Japan.

About the Company

Our client is a **global financial institution** with a strong international presence across investment banking, capital markets, and wealth management.

As part of its continued international expansion, the organisation is establishing a specialised securities entity in Tokyo. The Japan operation will connect local institutional market requirements with the firm's established international banking and capital markets capabilities.

This creates a distinctive opportunity for an experienced **Investment Banking Operations Manager** to join during the establishment phase and play a direct role in designing the operational infrastructure supporting the firm's long-term growth in Japan.

Why You'll Love Working Here

- **Ground-floor opportunity:** Join as a foundational member responsible for establishing the Operations function of a major international bank's new Tokyo securities entity.
- **Clear career path:** Opportunity to progress towards **Head of Operations** as the Japan business, transaction activity, and Operations team expand.
- **Broad operational scope:** Gain end-to-end exposure across client onboarding, KYC/AML, trade support, settlements, regulatory setup, and operational infrastructure.
- Work directly with Fixed Income and Securities Financing sales professionals and international stakeholders.
- Build operational workflows, processes, and systems rather than inheriting a narrowly defined existing function.
- Develop and eventually lead a local Operations team as the business scales.
- Work within a global investment banking and capital markets platform while helping establish its presence in Japan.

- Benefit from **remote/WFH options, flex time, and casual clothing**.
- Receive **competitive compensation**.

Don't Miss Out - Apply Now!

Company Description

Morgan McKinleyは国際的な人材コンサルティング会社として、さまざまな業界・分野をリードする採用企業様と、スペシャリストとしてのスキルを有する人材とを結びつけるお手伝いをしています。1988年の創立以来、Morgan McKinleyの名は、「卓越した質のサービス」「市場知識の豊富さ」「No.1企業であり続けようとする強い意志」、そして何よりも「実績」を体現する会社として知られています。

リクルーティング スペシャリストである弊社コンサルタントまでお気軽にお問い合わせください。