【外資系金融機関】ミドルオフィス（Senior Associate）｜トレードオペレーション

フロントに近い立ち位置でキャリアを加速。フレックスタイム制あり・残業少なめ

Job Information

Recruiter
Morgan McKinley

Job ID
1617065

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
Negotiable, based on experience

Refreshed
October 14th, 2026 17:21

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
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

フロントオフィスのトレーダーと連携し、取引業務を支えるMiddle Officeポジションです。

取引のライフサイクルに関わる業務から、業務上の課題解決、プロセス改善、リスク管理、新商品・システム変更などの取り組みまで幅広く担当します。

Sales & Tradingチームやグローバルの Operations、Risk、Compliance、Financeなどの関係者と連携しながら、日常的なオペレーションだけでなく、オートメーションや新商品の立ち上げにも携わることができます。

主な職務内容

- トレードライフサイクル全体のサポート
- 変更、キャンセル、期限、その他トレード関連の問い合わせ対応
- フロントオフィスおよび社内関係部署と連携し、業務上の課題を解決

- 既存プロセスを見直し、業務効率化、管理体制強化、自動化に向けた業務改善
- 日々の業務を円滑に進めるための手順・管理体制の整備、オペレーショナルリスク管理
- 新商品、トレードブッキングモデル、システム変更などのサポート
- Operations、Risk、Compliance、Financeなど、グローバルの関係者との連携
- 複数の優先事項を管理しながら、日々の業務を遂行すること

Join an established international financial institution as a **Middle Office Trade Operations Senior Associate**, working closely with Front Office Sales and Trading teams in Tokyo.

In this role, you will support critical **trade lifecycle and middle office operations**, including trade amendments, cancellations, expiries and trade-related queries. Working alongside Front Office traders, you will help resolve operational issues, maintain effective controls and ensure accurate and efficient day-to-day trade processing.

You will also collaborate with global stakeholders across Operations, Risk, Compliance and Finance, while contributing to **process improvement, automation, new products and system changes**.

This is an excellent opportunity for a bilingual financial markets professional with Front Office Support or Middle Office experience to deepen their expertise in **trade operations, operational risk and financial markets** within an international environment.

Key Responsibilities

- Support end-to-end **trade lifecycle operations**, including trade amendments, cancellations, expiries and trade-related queries.
- Work closely with Front Office Sales and Trading teams to support daily trading activities and resolve operational issues.
- Partner with internal teams to investigate and resolve trade-related matters while supporting positive client outcomes.
- Review existing Middle Office processes and identify opportunities to improve **operational efficiency, controls and automation**.
- Maintain clear procedures, operational controls and documentation to support effective day-to-day operations and risk management.
- Support the implementation of **new products, trade booking models, system changes and business initiatives**.
- Collaborate with global stakeholders across Operations, Risk, Compliance and Finance.
- Manage competing priorities effectively while maintaining accuracy, appropriate controls and timely execution.

Required Skills

必須条件経験・資格：

- 金融フロントオフィスサポート、ミドルオフィス、または類似ポジションでの経験
- 金融商品およびトレードフローに関する知識・理解

ソフトスキル：
- 優れたコミュニケーション能力
- 顧客によりよいサービスを提供する姿勢
- リスク管理意識、ガバナンス意識
- マルチタスク

語学力：
- **日本語：**ビジネスレベル
- **英語：**ビジネスレベル

歓迎条件
- トレードブッキングモデルおよび関連するオペレーションプロセスに関する深い理解
- ミドルオフィスやトレードオペレーションにおける業務改善・自動化の経験

採用企業について
大手外資系金融機関。

Operations、Risk、Compliance、Financeなど、グローバルの各部門と連携しながら業務を進める、国際的で協働的な環境です。

この求人がおすすめの理由
- 世界的な金融機関の Senior Associateポジション
- Sales & Tradingに近い立ち位置で金融市場に携われる
- トレードライフサイクル、管理体制、オペレーショナルリスクなど幅広い経験を積める
- グローバルの関係者と連携する国際的な環境
- 業務プロセスの改善や自動化、新商品、システム変更、戦略的なプロジェクトに関わる機会も
- フレックスタイム制あり・残業少なめ

Required Skills and Qualifications**Experience:**
- Professional experience in **Front Office Support, Middle Office, Trade Operations** or a similar role within financial markets.
- Hands-on experience supporting trade lifecycle activities and resolving trade-related operational queries.
- Experience working closely with Front Office, Sales or Trading teams within a financial institution.
- Experience maintaining or working within operational procedures, controls and risk management frameworks.
- Experience collaborating with multiple internal stakeholders in a financial markets environment.
- Bachelor's degree or equivalent higher education.

Soft Skills:

- Customer-focused mindset with a strong awareness of **operational risk and controls**.
- Strong communication and stakeholder management skills.
- Analytical and problem-solving ability when investigating trade and operational issues.
- Ability to manage multiple priorities while maintaining accuracy and attention to detail.
- Collaborative approach with the ability to work effectively across Front Office and global support functions.
- Proactive mindset towards process improvement and operational efficiency.

Language Requirements:

- **Japanese:** Business level.
- **English:** Business level.

Preferred Skills & Qualifications

- Strong understanding of **trade booking models** and related operational processes.
- Experience supporting process improvements or automation within Middle Office or Trade Operations.
- Experience supporting new products, system implementations or changes to trade booking processes.
- Exposure to operational risk and control frameworks within financial markets.
- Experience working with global Operations, Risk, Compliance or Finance stakeholders.

About the Company
Our client is an **established international financial institution** offering the opportunity to work within a global and collaborative environment.

The organisation brings together Front Office and specialist support functions across international markets, providing employees with exposure to complex financial markets operations and global stakeholders.

This role offers the opportunity to work directly alongside Sales and Trading teams while developing expertise across **Middle Office operations, trade lifecycle management, operational controls and risk management**.

Why You'll Love Working Here

- Work closely with **Front Office Sales and Trading teams** and gain direct exposure to financial markets.
- Build deeper expertise across **Middle Office, trade lifecycle operations, controls and operational risk**.
- Collaborate with global stakeholders across Operations, Risk, Compliance and Finance.
- Contribute to **process improvements, automation, new products and strategic business initiatives**.
- Benefit from **remote and work-from-home flexibility**.
- Access **flexible working arrangements and minimal overtime** to support work-life balance.
- Work in an environment that supports **casual clothing**.
- Opportunity to pursue a **side business**, subject to applicable company policies.

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。