



Morgan
McKinley

【外資系投資銀行】トレードサポート | 金融市場業務

世界的な外資系投資銀行で、セールス・トレーディングチームを支える

Job Information

Recruiter

Morgan McKinley

Job ID

1619170

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

October 26th, 2026 19:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Entry Level

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

世界的な外資系投資銀行で、セールス・トレーディングチームを支えるオペレーションサポートを募集します。

金融取引の管理や業務改善を通じて、グローバルな金融ビジネスに関わることができます。

多様な金融市場商品や取引ライフサイクルに関する専門知識を深められるポジションです。

金融取引の基礎知識を活かして専門性を高めたい方や、英語力を活かしながら国際的な環境で金融業界のキャリアを広げたい方におすすめです。

主な職務内容

- ・ 関係部署との連携・課題解決：セールス、トレーディング、オペレーション、リスク管理などの各チームと連携し、業務上の課題解決や顧客対応をサポートする。

- ・取引成立後のオペレーション：取引内容の変更・取消、オプションの満期処理、日々の取引関連の問い合わせ対応などを担当する。
- ・業務プロセスの改善：既存の業務フローを見直し、処理効率、正確性、スピードの向上につながる改善策を提案する。
- ・業務手順・管理体制の整備：業務手順書や関連文書を整備し、適切な業務管理体制の維持とオペレーショナルリスクの低減を支援する。
- ・新商品・各種プロジェクトの支援：金融市場商品の新規導入、取引登録プロセス、関連する業務改善プロジェクトなどをサポートする。

Join a well-established global financial services institution as a Front Office Operations Support Specialist in Tokyo, supporting sales and trading teams across international financial markets.

This opportunity offers hands-on exposure to trade lifecycle management, post-trade operations, trade support, and operational risk controls within a dynamic investment banking environment. You will collaborate with front office, operations, and risk management teams to resolve trading issues, enhance operational efficiency, and ensure smooth transaction processing.

Working in a global, collaborative environment, you will gain valuable experience across financial markets products while contributing to process improvements and operational excellence.

Key Responsibilities

- ・ Front Office Trade Support: Partner with sales, trading, operations, and risk management teams to resolve trade-related issues and support client requirements.
- ・ Post-Trade Operations: Manage daily trading support activities, including trade amendments, cancellations, option expiries, and transaction-related enquiries.
- ・ Trade Lifecycle Management: Support accurate trade processing, booking procedures, and post-trade activities across financial markets products.
- ・ Operational Risk & Controls: Maintain accurate procedures, documentation, and operational controls to minimise processing errors and operational risks.
- ・ Process Improvement: Review existing workflows, identify inefficiencies, and recommend improvements to enhance processing accuracy, efficiency, and turnaround times.
- ・ New Product Support: Assist with new financial product launches, trade booking processes, and operational projects.
- ・ Cross-Functional Collaboration: Communicate effectively with internal stakeholders across front office, middle office, operations, and risk teams in Japan and internationally.

Required Skills

必須条件 経験・資格：

- ・金融取引のライフサイクルおよび取引成立後の業務（ポストトレード）に関する知識
- ・業務手順書の管理、オペレーショナルリスク管理、内部統制、業務改善の理解
- ・大学卒業以上

ソフトスキル：

- ・関係者と円滑にコミュニケーションを取り、良好な関係を構築できる方
- ・部門や拠点をまたぐ関係者と協力し、課題解決に向けて主体的に取り組める方

語学力：

- ・日本語：ビジネスレベル以上
- ・英語：ビジネスレベル以上

歓迎条件

- ・外国為替（FX）、金利、クレジット、コモディティ、ストラクチャード商品などの金融市場商品に関する知識・業務経験

採用企業について

大手外資系金融機関。

世界各地のチームと連携できる国際的な環境が整っており、金融市場の最前線に近い業務を通じて、グローバルな金融ビジネスへの理解を深められます。

この求人がおすすめの理由

- ・一流の金融ビジネスの最前線に近い環境：セールス・トレーディングチームを支え、ダイナミックな金融業務に携われる
- ・金融市場の専門知識を深められる：多様な金融市場商品や取引ライフサイクルへの理解を深められる
- ・国際的なチームと協働できる：海外拠点や多様な部門と連携し、グローバルな環境で経験を積める
- ・業務改善を通じて貢献できる：業務の効率性・正確性の向上や、オペレーショナルリスクの低減に携われる
- ・金融業界でのキャリアの幅を広げられる：オペレーション業務を通じて、金融市場や取引管理に関する実践的な知識を身につけられる
- ・柔軟な働き方が可能：ハイブリッド勤務・フレックスタイム制を導入、残業少なめ

Required Skills and QualificationsExperience:

- ・ Over 3 years of relevant professional experience, preferably in financial services, banking operations, trade support, or related functions.
- ・ Understanding of trade lifecycle processes, post-trade activities, and financial markets operations.
- ・ Familiarity with trade processing activities, including trade amendments, cancellations, and transaction enquiries.
- ・ Ability to support operational documentation, risk controls, and process improvement initiatives.

- Bachelor's degree.

Soft Skills:

- Excellent communication and interpersonal skills, with the ability to collaborate across multiple departments and international teams.
- Strong analytical and problem-solving abilities to investigate and resolve trade-related issues.
- High attention to detail and accuracy when managing financial transactions and operational processes.
- Effective stakeholder management and organisational skills.
- Proactive mindset with a commitment to improving operational efficiency and maintaining high-quality service standards.

Language Requirements:

- Japanese: Intermediate / Business Level
- English: Intermediate / Business Level

Preferred Skills & Qualifications

- Knowledge of financial markets products, including Foreign Exchange (FX), interest rates, credit, commodities, or structured products.
- Experience working with front office sales and trading teams in an investment banking or global markets environment.
- Familiarity with trade booking systems, post-trade processing platforms, and financial operations workflows.
- Understanding of operational risk management, internal controls, and financial markets procedures.
- Experience supporting new product launches or operational transformation projects.
- Previous exposure to multicultural or international financial institutions.

About the Company

Our client is a well-established international financial services institution with a strong presence in global financial markets.

The organisation offers a collaborative environment where front office, operations, and risk management teams work together to support complex financial transactions and deliver high-quality services.

With supportive teams across global locations, the company provides professionals in Tokyo with valuable exposure to international financial markets, cross-border collaboration, and opportunities to strengthen their expertise in investment banking operations.

Why You'll Love Working Here

- **Competitive Compensation:** Attractive salary package based on experience and qualifications.
- **Global Financial Markets Exposure:** Develop expertise in trade lifecycle management, post-trade operations, and a broad range of financial products.
- **Hybrid Working Opportunities:** Remote work and work-from-home arrangements are available.
- **Flexible Working Hours:** Flex-time arrangements support a healthy work-life balance.
- **Minimal Overtime:** Enjoy a work environment that values efficiency and work-life balance.
- **International Collaboration:** Work alongside experienced sales, trading, operations, and risk professionals across global offices.
- **Career Development:** Strengthen your expertise in front office operations, trade support, and financial markets processes.
- **Flexible Workplace Culture:** Benefit from casual clothing policies and permission for side business activities.

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。