

PR/118806 | (Japanese Speaking) Dealer Administrator

Job Information

Recruiter
JAC Recruitment UK

Job ID
1619266

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
United Kingdom

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:20

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company: Japanese Financial Institution

Position: (Japanese Speaking) Administrator

Location: London

Salary: Depending on experience

Position Summary

We are seeking a bilingual professional to support a team within a global financial institution. This role combines client-facing execution support, transaction administration, and business development assistance across foreign exchange, derivatives, and deposit products. The successful candidate will work closely with senior stakeholders to support client transactions, operational processes, and strategic initiatives, primarily across the EMEA region.

Key Responsibilities

- Support client transactions across a range of financial products, including foreign exchange (FX), OTC derivatives, and marketable deposits.
- Act as an execution support contact for clients and assist in the efficient processing of transactions in accordance with regulatory requirements and internal policies.
- Prepare and manage transaction-related documentation and contractual administration.
- Support relationships with institutional clients, including corporations, investment funds, special purpose vehicles (SPVs), and central banks.
- Assist with sales promotion activities, product planning, and the development of new business initiatives.
- Contribute to projects, surveys, business improvement initiatives, and other assignments requested by department leadership.
- Support operational and administrative activities that contribute to the team's business performance and profitability.
- Work collaboratively with internal stakeholders to ensure effective transaction execution and client service.

Required Qualifications

- Fluent written and spoken English and Japanese.
- Strong analytical, problem-solving, and decision-making skills.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Ability to work effectively under pressure and manage multiple priorities.
- Strong organizational and administrative skills.

Preferred Qualifications

- Experience within the financial services sector.
- Exposure to financial markets products such as FX, OTC derivatives, fixed-term deposits, or other treasury products.
- Familiarity with financial markets regulations and industry standards (e.g., MiFID II, EMIR, or similar regulatory frameworks).
- Experience supporting institutional or corporate clients.

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.
Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.co.uk/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.co.uk/terms-of-use

Company Description