

PR/097901 | Middle Office Associate / Senior Associate

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1623990

Industry
Audit, Tax Accounting

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:53

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Position Description

Middle Office primary responsibility is management and governance over a key control environment that supports the day-to-day trade life cycle of the PIMCO Portfolio Management team. The Team supports Sydney, Tokyo, Singapore and Hong Kong Fixed Income Portfolio Management Teams, trading across all APAC markets and various product types from Fixed Income to Equity products. Middle Office team members collaborate across internal functional teams: Portfolio Management, Trade Support, Legal & Compliance, Operations, Technology and State Street IMS (back office).

In addition, Middle Office team members regularly engage with external parties such as brokers, custodian banks and third party trading platforms for issues resolution, system enhancements and market initiatives/projects.

Responsibilities

Trade related tasks

- Perform block trade confirmations in STP or on paper vs. broker confirms
- Facilitate and monitor trade flow process in STP queue
- Research and resolve daily inquiries from internal and external groups
- Achieve and maintain operational excellence in adherence to internal policy and procedures

Daily Reporting

- Prepare and distribute daily trade activity and end of day reports
- Perform daily Equity position and market value reconciliations
- Monitoring for APAC Regulatory Trade Reporting & resolve any late trades to prevent regulatory breach

Ad Hoc

- Assist in the monthly metrics reporting and work with back office to resolve identified risk items
- Participate in projects to enhance PIMCO's operational environment
- Utilize technology to create efficiencies and improve processes to daily workflow
- Develop and analyze internal trade flow metrics and recommend process improvements

Assist Operations Manager

- Support Ops Manager in completing any assignment related to day-to-day requests from Operations, Portfolio, or Account

Management Teams

- Provide support in servicing client operational inquires and requests

Position Requirements

- Bachelor's degree from an accredited college/university preferred in Economics or Finance major
- 3+ years of work experience in the investment management or financial service industry
- Direct work experience in Middle Office/Trade Support and knowledge on APAC markets a plus
- Product knowledge in processing and settlement of various financial products (Fixed Income, Forex, Derivatives and Equities)
- Strong written and verbal English communication skills
- Strong reading, written and verbal Mandarin communication skills a plus
- Able to work independently and across various teams, intuitive and a quick learner
- Thoughtful and ethical; demonstrates good judgement and strong decision-making skills
- Self-motivated problem solver, team player and results oriented; contributing to the firm's success
- Open-minded and adapt to new ideas, process and control implementation

- Flexible in Team's shift arrangements (covering all APAC markets – coming in as early as 6am and may need to come in on Singapore holidays)
- Experience with MS computer applications, Bloomberg trade order management systems and matching utilities preferred

We regret to inform that only shortlisted candidates will be notified.
We appreciate your understanding.

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Company Description