



(No Financial Experience Needed) Middle Office Support

Worldwide Brokerage Firm

募集職種

採用企業名

BGCショウケンカイシャリミテッド

求人ID

1544134

業種

証券

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年08月19日 12:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

Middle Office Support

Location: Tokyo, Japan

Company: BGC Shoken Kaisha Limited (U.S. Firm, Tokyo Branch)

Department: Yen Interest Rate Swaps (IRS)

Employment Type: Full-time

About BGC Partners

BGC Partners (NASDAQ: BGCP) is a leading global brokerage firm headquartered in London and New York. We provide integrated voice and electronic brokerage services to wholesale market participants across a wide range of financial products, including fixed income, rates, foreign exchange, equity derivatives, credit derivatives, futures, and structured products.

Role Overview

We are seeking a highly motivated and detail-oriented Middle Office Support to join our newly launched Yen IRS desk in Tokyo. This is an exciting opportunity to be part of

a dynamic and fast-growing team in one of the most active IRS markets globally. The ideal candidate will be bilingual in Japanese and English, with strong organizational skills and a keen interest in financial markets.

Key Responsibilities

- Accurately input and record brokerage trade deals into internal systems.
 - Calculate deal prices and verify trade details using blotters.
 - Liaise with clients to confirm trade details and resolve discrepancies.
 - Collaborate closely with brokers and traders in a fast-paced trading floor environment.
 - Ensure timely and accurate trade reconciliation and reporting.
 - Support the desk with ad hoc operational and administrative tasks.
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スキル・資格**Qualifications and Skills**

- Language Proficiency: Fluent in both Japanese and English (additional languages are a plus).
- Attention to Detail: High level of accuracy in data entry and trade verification.
- Team Player: Demonstrated ability to work effectively in a collaborative team environment.
- Communication: Clear and professional verbal and written communication skills.
- Experience: Prior exposure to trading or brokerage environments is advantageous.
- Availability: Immediate availability is preferred.

What We Offer

- A unique opportunity to join a startup desk within a global financial institution.
- Exposure to a high-energy trading floor and real-time market activity.
- A collaborative and inclusive work culture.
- Full Training will be provided.

Additional Information

All personal data collected will be treated with strict confidentiality and used solely for recruitment purposes. Only shortlisted candidates will be contacted.

会社説明