



PR/118062 | Back Office Transaction Operations – Japanese Company

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント イギリス

求人ID

1545471

業種

その他（商社）

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年06月24日 10:41

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

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

【Location】 London, UK

【Salary】 £30,000 - £40,000 per annum

【Employment Type】 Full-time

【Working Hours】 9:00 AM - 5:00 PM

(actual working hours: 7 hours / There may be a need to start work early from home)

【Work Arrangement】 Flexible work

Key Responsibilities

- Verification of transaction information and correction of errors
- Validation of transaction confirmation documents
- Support for settlement operations related to transactions
- Coordination with counterparties and stakeholders

Qualifications

- Experience in trade administration or sales administration in the UK (preferably over 3 years)
- Experience in transaction management or sales management using order processing systems is desirable
- Familiarity with numerical data entry systems is preferred
- Strong willingness to learn and a proactive attitude are required

Additional Information

- Candidates must be able to work legally in the UK without visa sponsorship.
- Business level proficiency in English (spoken and written) required.

#LI-JACUK

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Thank you for your interest in this position.

Should your qualifications align with this vacancy's requirements, we will reach out to you within three working days. If you do not hear from us within this timeframe, please consider that your application has not been successful on this occasion. We appreciate your understanding and apologise for any inconvenience this may cause.

Regards

会社説明