



PR/118098 | Operations Assistant (Japanese Speaking)

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

1553890

業種

銀行・信託銀行・信用金庫

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08月05日 10:42

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

Company: Japanese Financial Institution

Position: Operations Assistant (Japanese Speaking)

Location: City of London

Salary: GBP 30-35K

This role is offered on a fixed-term basis, with prospects for continued employment.

Purpose of this role

Supporting compliance, operations, and accounting through administrative tasks, and assisting the COO across various responsibilities.

Responsibilities:

Handle communications, reporting, and administrative tasks related to the compliance framework.

Support accounting operations through reporting, maintenance, and administrative duties.

Assist with various operational areas including general office administration and liaison with group companies

Assemble reports, prepare proposals, and arrange meetings to support team members and group entities.

Assist in fulfilling requests and providing related services across departments.

Ensure business operations comply with FCA requirements and other relevant regulations.

Requirements:

Strong with Microsoft Office (Excel and Word)

Comfortable working with numbers

Fluent in Japanese and business level in English

We regret to inform you 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.

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会社説明