



PR/118230 | Trading Assistant

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

1559370

業種

物流・倉庫

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10月07日 01:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Title

Trading Assistant (Cocoa, Sugar & Coffee), Food Group

Salary

£31,000 - £34,000 per annum

Job profile

A Japanese global trading company is looking for a Trading Assistant.

Roles and Responsibilities

- To handle administrative jobs for future operation general administrative jobs for cocoa/sugar/coffee department (Future market order)
- To settle despatch/demurrage money for sugar to place future orders for cocoa/sugar/coffee
- To handle margin money (Daily morning job)
- To do margin money management and monthly reconciliation between broker's statement and SAP balance
- To handle honey business shipments, related correspondence, payments and SAP entries, issuing invoices, communicate with suppliers/customers related shipping side
- To send execution results and check trade on recap/statement.
- To liquidate future position and do relate administrative jobs
- Other Ad hoc administrative tasks as required

Skills/experience

- Language: English (Fluent)
- Computer skills - Outlook, Word, Excel, SAP (advantage)
- Effective time and task management
- Numeracy
- Accuracy of numbers
- Sense of responsibility
- Can do attitude
- Motivated personality

Location

London

Hours

Monday – Friday 8:30AM – 4:30PM with occasional overtime till 7.00PM when covering Future order execution (up to 20 hours).

Required starting at 8am on Japanese bank holidays (finish at 4pm in this case).

Overtime

Execution will be done after the market closure (6.30pm), and the candidate needs to accept occasional overtime until execution finished (approximately till 7.00pm).

Additional hours as required by the needs of the business.

Starting date

As soon as possible

Visa

Eligible to work in the UK without any restriction

About our client

Trade industry

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会社説明