

PR/118806 | (Japanese Speaking) Dealer Administrator

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
1619266

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
2026年10月27日 10:20

応募必要条件

職務経験
1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: (Japanese Speaking) Administrator

Location: London

Salary: Depending on experience

Position Summary

We are seeking a bilingual professional to support a team within a global financial institution. This role combines client-facing execution support, transaction administration, and business development assistance across foreign exchange, derivatives, and deposit products. The successful candidate will work closely with senior stakeholders to support client transactions, operational processes, and strategic initiatives, primarily across the EMEA region.

Key Responsibilities

- Support client transactions across a range of financial products, including foreign exchange (FX), OTC derivatives, and marketable deposits.
- Act as an execution support contact for clients and assist in the efficient processing of transactions in accordance with regulatory requirements and internal policies.
- Prepare and manage transaction-related documentation and contractual administration.
- Support relationships with institutional clients, including corporations, investment funds, special purpose vehicles (SPVs), and central banks.
- Assist with sales promotion activities, product planning, and the development of new business initiatives.
- Contribute to projects, surveys, business improvement initiatives, and other assignments requested by department leadership.
- Support operational and administrative activities that contribute to the team's business performance and profitability.
- Work collaboratively with internal stakeholders to ensure effective transaction execution and client service.

Required Qualifications

- Fluent written and spoken English and Japanese.
- Strong analytical, problem-solving, and decision-making skills.
- Proficiency in Microsoft Office applications, particularly Excel and Word.
- Ability to work effectively under pressure and manage multiple priorities.
- Strong organizational and administrative skills.

Preferred Qualifications

- Experience within the financial services sector.
- Exposure to financial markets products such as FX, OTC derivatives, fixed-term deposits, or other treasury products.
- Familiarity with financial markets regulations and industry standards (e.g., MiFID II, EMIR, or similar regulatory frameworks).
- Experience supporting institutional or corporate clients.

We regret to inform 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