



Trade Operations at world's leading interdealer broker

Job Information

Recruiter

[en world Japan K.K](#)

Hiring Company

World's Leading Interdealer Broker

Job ID

1461492

Division

Trade Support

Industry

Investment Banking

Company Type

Large Company (more than 300 employees)

Job Type

Temporary

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5 million yen

Hourly Rate

2000円~2400円 (経験により考慮)

Work Hours

8:30~17:30 with 1 hour break (negotiable)

Refreshed

June 21st, 2024 18:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

High-School or Below

Visa Status

Permission to work in Japan required

Job Description

Role Overview

This position is responsible for helping in the daily Operations processes of servicing all Japanese domestic and International clients, trading in Japan and international markets. In this equity Middle Office ("Trade Services") role you will liaise with the

APAC institutional client base in the post-execution (Operations) area and the Front Office (Sales Trading) team to ensure that client delivery is of a high quality. As such, you must possess excellent client service & communication skills, and a confident manner to effectively manage internal/external client expectations and deliver quality services. The Trade Support Team in Asia has representatives in Sydney, Tokyo and Hong Kong.

※THIS POSITION HAS HIGH POSSIBILITY OF GETTING CONVERTED TO PERMANENT※

Role Responsibilities

- Perform Client onboarding process, Account Opening (for Japanese Onshore accounts) and Static Data maintenance
- Ensure timely and accurate processing of client trades and onward submission to the custodian providing operational support to all members
- Collect allocations and booking trades, internal processing of trades (issuance of various types of confirmation as clients requested and uploading trades to the clearing bank)
- Escalate issue/problem to immediate manager
- Daily/Weekly/Monthly/etc Trade, Tax and Regulatory reporting to Exchanges and Japanese Regulators
- Perform pre-matching with both clients and market
- Ensure all reconciliations are completed in a timely manner in order to produce reports to management
- Managing monthly commission claim and reconciliation in different markets
- Help to collect data for responding to the regulatory inquiries from external parties (Auditors or Regulators)

Required Skills

Experience / Competences

Requirements

- 2-3 years' of experience working in operation and settlement in Financial Service industry (prefer Japan Onshore cash equity business)
- Native Japanese and Business English speaker with competent writing skills
- Familiarity with Sell-Side (and/or Buy-Side) trading floor environments and support functions
- Understanding Front to Back flow in cash equity trading business

Desired

- Knowledge and understanding of the on-exchange equities trading and settlement
- Knowledge of the functions and flows of JSCC, JDCC and JASDEC Page 3 Classification: Public
- Experience and Knowledge of handling Japanese Stock Corporation Actions
- JSDA Security Sales Representative Class 1

Not The Perfect Fit?

Concerned that you may not meet the criteria precisely? At this company, they wholeheartedly believe in fostering inclusivity and cultivating a work environment where everyone can flourish, regardless of your personal or professional background. If you are enthusiastic about this role but find that your experience doesn't align perfectly with every aspect of the job description, we strongly encourage you to apply. You may be the ideal candidate for this position or another opportunity within our organisation.

Their dedicated Talent Acquisition team is here to assist you in recognising how your unique skills and abilities can be a valuable contribution. Don't hesitate to take the leap and explore the possibilities.

Company Description