



Bilingual Deputy Operations Manager

Job Information

Hiring Company[Intersoft K.K.](#)**Job ID**

1508227

Industry

Investment Banking

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

December 13th, 2024 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Overview:

We are seeking a dynamic and results-driven **Deputy Operations Manager** with bilingual proficiency in **Japanese and English** to join our global investment banking team. The ideal candidate will oversee remittance operations, ensuring compliance, accuracy, and efficiency while supporting operational strategies and fostering strong client and team relationships.

Key Responsibilities:

Operational Management:

- Oversee daily remittance operations, ensuring smooth execution of domestic and international transactions.
- Monitor and ensure compliance with relevant local and international banking regulations, including AML, KYC, and FATCA.
- Identify process improvements and implement best practices to enhance operational efficiency and minimize risk.

Team Leadership & Collaboration:

- Act as the primary liaison between local and global teams to ensure seamless communication and alignment with organizational goals.
- Provide guidance, training, and mentorship to the operations team to enhance their skills and productivity.
- Serve as the deputy lead in the absence of the Operations Manager, ensuring continuity in decision-making and management.

Client & Stakeholder Engagement:

- Build and maintain strong relationships with clients, vendors, and internal stakeholders to facilitate a high standard of service.
- Resolve escalations promptly and professionally, maintaining the bank's reputation for excellence.
- Represent the remittance team in cross-departmental meetings and contribute to strategic discussions.

Risk and Compliance:

- Ensure all remittance operations comply with company policies, industry standards, and regulatory requirements.
- Proactively identify risks in the remittance process and develop mitigation strategies.
- Collaborate with compliance teams to stay updated on regulatory changes and implement necessary updates.

Required Skills**Qualifications:****Required Skills & Experience:**

- **Bilingual proficiency in Japanese and English** (Native-level Japanese and Business-level English).
- Bachelor's degree in Business, Finance, or a related field.
- Minimum of [X years] experience in remittance operations, preferably within a global financial institution.
- Proven knowledge of banking regulations, remittance systems, and international transaction protocols.
- Strong analytical skills with an eye for detail and accuracy.
- Excellent leadership and interpersonal skills to foster collaboration across diverse teams.

Preferred Skills:

- Familiarity with SWIFT, SEPA, and other international payment systems.
- Experience in managing remittance platforms and system upgrades.
- Certification in AML/KYC compliance or similar is a plus.

Why Join Us?

- Be part of a globally recognized institution known for innovation and integrity.
- Opportunity to work in a diverse, multicultural environment with growth potential.
- Competitive compensation and benefits tailored to your experience.

If you are a motivated professional with a passion for operational excellence and bilingual expertise, we invite you to apply and contribute to our success story.

Company Description