


[www.michaelpage.co.jp](http://www.michaelpage.co.jp)

## Operations Specialist - European Bank

### Operations Specialist - European Bank

#### Job Information

**Recruiter**
[Michael Page](#)
**Job ID**

1515748

**Industry**

Bank, Trust Bank

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

5 million yen ~ 10 million yen

**Refreshed**

January 15th, 2025 14:40

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

- Process trade finance and/or guarantee transactions & advise customers based on their product knowledge on their specific needs with the consideration to the bank's operational requirements.
- Check communication from clients and banks for completeness, and send documents to the counterpart.
- Work closely with the relationship managers dealing with corporate clients

#### Client Details

European bank, which has an international atmosphere in their Japan office

#### Description

- Process trade finance and/or guarantee transactions & advise customers based on their product knowledge on their specific needs with the consideration to the bank's operational requirements.
- Check communication from clients and banks for completeness, and send documents to the counterpart.
- Work closely with the relationship managers dealing with corporate clients and provide effective information which

- could lead to potential cross sell
- Support junior staff

#### **Job Offer**

- Ability to improve English skills
- Internal career progression opportunities

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Saki Kanematsu at +81 3 6832 8904.

---

#### **Required Skills**

- Native level Japanese, as well as daily conversation level English
  - 2+ years' operations experience in the financial services industry
  - Excellent communication skills
- 

#### **Company Description**

European bank, which has an international atmosphere in their Japan office