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Operations Specialist - Global FinTech

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Job Information

Recruiter
[Michael Page](#)
Job ID

1519096

Industry

Securities

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 08:08

General Requirements

Career Level

Entry Level

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Be responsible for trade processing, settlements, and regulatory reporting, working closely with global counterparts.

Client Details

Our client is a US headquartered Fin Tech firm which launched their business in Japan a few years ago. They have obtained a license to operate in Japan and now have an established and stable business locally.

Description

- Be able to perform online brokerage lifecycle processes.
- Check and verify that all securities/trade transactions are completed; ensure that settlements instructions are processed in a timely and accurate manner.
- Review all trade matching reports and ensure all failed trades are promptly resolved.
- Ensure funding sufficiency for trade settlements.
- Processing of Settlement/Corporate action events in an accurate, timely manner and adhere to deadlines.
- Reconciliation trade/shares, corporate actions for Equities and other products.
- Adhering to control procedures, identify existing and/or potential gaps, and ensure that controls are implemented to close those gaps.

- Interpret data and make recommendations for the launch of new products/services and upgraded platforms.
- Adhering to control procedures, manage escalate and resolve all requests/inquiries/issues/errors and identify policy gaps and formulate policies to streamline processes.
- Participating in project initiatives and UAT, including taking on ad hoc tasks as required.
- Support change by assisting in devising and implementing improved processes and global entity operations function.
- Any other responsibilities deemed appropriate and necessary by the company.

Job Offer

- Competitive salary and benefits
- Opportunities for professional development within a dynamic organization
- Collaborative environment with international exposure

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Tang Rea on +81368328606

Required Skills

A successful Operation Associate/Manager should have:

- Bachelor's degree or equivalent with relevant experience in Equities and/or Derivatives.
 - Trade support/settlement in either brokerage firms, custodian/banks or clearinghouses.
 - Possess knowledge and experience in Equities and/or Derivatives.
 - Understand the entire trade flow from front to back and the reconciliation process.
 - Knowledge of payment and receipt skillsets.
 - Attention to detail, intermediate problem-solving skills, and ability to multi-task.
 - Excellent communication skills in Japanese and English.
 - Enjoys engaging in teamwork with a positive and constructive attitude.
 - Proficient in MS office and Excel.
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Company Description

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