



## PR/117857 | Japanese Speaking Dealers Assistant

### Job Information

**Recruiter**
[JAC Recruitment UK](#)
**Job ID**

1523415

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 2025 02:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Type:** Permanent

**Hours:** Mon-Fri 9:00-17:00

**Location:** London

**Salary:** £30K to £40K (Depending on experience)

**Job Purpose:** To help/assist in & with activities on a clerical basis within the Funding Department.

**Role:** Clerical / Administrative

**Key Responsibilities:**

- Supporting the Dealers with clerical and administrative tasks.
- Processing (Input) of Money Market Trades executed by Dealers into ATLAS system & other spreadsheets.
- Double-checking input by others & cross-checking details of various files and documents performed by other team members.
- Updating numerical position sheets throughout the day – reconciling data with Back Office within the Bank.
- Interacting with Brokers and Customers to confirm details over phone, email, or Bloomberg & addressing any

enquiries in a professional manner.

- Updating Excel Spreadsheets and Word documents.
- Creating or upgrading existing spreadsheets to make workflow more efficient & user-friendly.

**Qualifications and Experience:**

- SGSCE essential
- A levels not essential but preferred.

**Skills:**

Essential

- Bilingual in Japanese - preferable
- Attention to detail & good organisation skills are a must.
- Understanding &/or knowledge of EXCEL / WORD.
- Open-mindedness would help in the approach to the structure of the Department.
- Interaction with people.

**Supervision & Reporting Lines:**

- Reports to the Head of Funding Department.

**Key Stakeholders:**

- Direct contact at all levels within the Bank, with corporate clients, other financial institutions, and external professional advisers, as appropriate.

**Special Notes or Conditions:**

- Overtime and flexible times potentially required – staff shortages & other events.
- Attend Banking / Departmental meetings on a weekly basis.
- This is a good opportunity for someone looking to get into Banking and progress into a Dealer-based role in the future.
- There could be opportunities for Banking qualifications to be obtained in time

Only accept applications from people who have a visa that allows them to work in the UK.

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**Company Description**