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## Operations Specialist - Global FinTech

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#### 募集職種

#### 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

#### 求人ID

1519096

#### 業種

証券

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

経験考慮の上、応相談

#### 更新日

2025年02月04日 08:08

#### 応募必要条件

##### キャリアレベル

新卒・未経験者レベル

##### 英語レベル

流暢

##### 日本語レベル

流暢

##### 最終学歴

大学卒：学士号

##### 現在のビザ

日本での就労許可が必要です

#### 募集要項

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

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#### スキル・資格

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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#### 会社説明

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