



PR/117857 | Japanese Speaking Dealers Assistant

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1523415

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2025年04月08日 02:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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:

- SGSCCE 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.

会社説明