

# UBSキャリアサイトからの応募方法 - 1

[こちら](#)をクリックし、下記のページにお入りください。日本国内でのポジションをお探しの場合、*Country / State* のボックスに'Japan' と入力し、'Search'をクリックしてください。



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## New job

Are you ready for the next career step?



Search from over 1443 opportunities

title, function category, business c

Country / State

Search

Japan

x

Japan

Most recent jobs posted

Sign In

Email Address

Password

[Forgot Username or Password?](#)

Sign In

[Don't have an account yet?](#)



# UBSキャリアサイトからの応募方法 - 2

('Japan' で検索した場合)日本での最新の募集ポジション一覧が表示されます。  
左手ナビゲーションバー内、'Narrow selections' より、絞り込み検索をかけることも可能です。  
(絞り込み検索項目: City, Function Category, Business Divisions)

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[Advanced Search](#)

**Narrow selections**  
**City**  
☐ Nagoya (1)  
☐ Osaka (2)  
☐ Tokyo (11)  
**Function Category**  
☐ Administration and Support (1)  
☐ C&ORC (Compliance and Operational Risk) (1)  
☐ Client Advisors/Relationship Managers (4)

**14 Japan results**  
Sort by:   
Select jobs  
**AM - Client Manager (Pension)**  
Japan  
Fund Services, Sales  
Asset Management  
Client relationship manager to support for mainly existing funds and contribute to gro... more  
**OPS - Payments & Cash Specialist**  
Japan  
Operations  
Corporate Center  
- To provide JPY payment and cash management service for local & all global booking t...more  
**WM - Location Risk Unit, Front Line Support**  
Japan  
Risk Control  
Wealth Management and Retail & Corporate  
Position Summary: As part of "first line defense", you will be responsible for the ex-pos...more  
**WM - Fixed Income Product Specialist**  
Japan  
Sales  
Wealth Management and Retail & Corporate  
Description: As part of the Fixed Income product specialist of Fixed Income... more

# UBSキャリアサイトからの応募方法 - 3

検索結果にて表示された一覧の中から関心のあるポジションタイトルをクリックしますと、詳細情報が表示されます。

[Job search](#) [Why UBS?](#) [Meet our people](#) [Careers blog](#) [Social media buzz](#) [Sign in/Register](#)

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title, function category, bus  
Japan x  
Search  
Advanced Search

## Narrow selections

### City

- ☐ Nagoya (1)  
☐ Osaka (2)  
☐ Tokyo (11)

## 14 Japan results

Sort by: Relevance v

Select jobs

### AM - Client Manager (Pension)

Japan  
Fund Services, Sales  
Asset Management  
Client relationship manager to support mainly existing funds and contribute to gro... more

### OPS - Payments & Cash S... ist

Japan  
Operations  
Corporate Center  
- To provide JPY payment and cash m... ent service for local & all global bookir



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[Back](#)

## AM - Client Manager (Pension)

Japan  
Fund Services, Sales  
Asset Management

### Job Reference #

134859BR

### City

Tokyo

### Job Type

Full Time

### Your role

Client relationship manager to support for mainly existing funds and contribute to growth of institutional accounts. (E.g., Presentation preparation and update, global communication with investment teams abroad, marketing support, and so on)  
He/she should be also able to understand markets and fund business. Also should coordinate internal negotiation with Product Development/Management, documentation, legal and compliance, and operation from global standpoint. He / she should be also responsible for communication with clients.

### Primary Responsibilities/Function:

- Help marketers and client managers to contact institutional clients to maintain day-to-day communications and regular reporting.
- Sometimes contact clients as a back-up. Fair knowledge in financial markets is required to appropriately communicate with clients. Capability of client communication would be also required.
- Experience in working at our target clients, e.g. banks and insurance companies are desired.

Required skill sets are:



# UBSキャリアサイトからの応募方法 - 4

表示されたポジションの詳細を確認の上、応募する場合、ページ最下部にある'Apply now' ボタンをクリックしてください。



[Job search](#) [Why UBS?](#) [Meet our people](#) [Careers blog](#) [Social media buzz](#) [Sign in/Register](#)

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## AM - Client Manager (Pension)

Japan  
Fund Services, Sales  
Asset Management

### Job Reference #

134859BR

### City

Tokyo

### Job Type

Full Time

### Your role

=====

### Disclaimer / Policy Statements

UBS is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce.

**Apply now**

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[Share](#)



English

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## UBSキャリアサイトからの応募方法 - 5

別ウィンドウが開き、ログイン画面が出ます。過去にアカウント作成歴のある方は画面右のE-mail address, Password を入力し、8ページをご参照ください。

初めてログインされる方は、左下の "Create a login" を選択してください。

Candidate log in/create login - Internet Explorer

Careers Home Search openings Search results Job details Candidate log in/create login

? [Help](#)

### Candidate log in/create login

In order to apply to positions at UBS you must create an account. This will allow you to save your incomplete application, store your profile information and will provide you with access to more job seeker tools.

☒ Enter your e-mail address and password to log in  
☐ Create a login

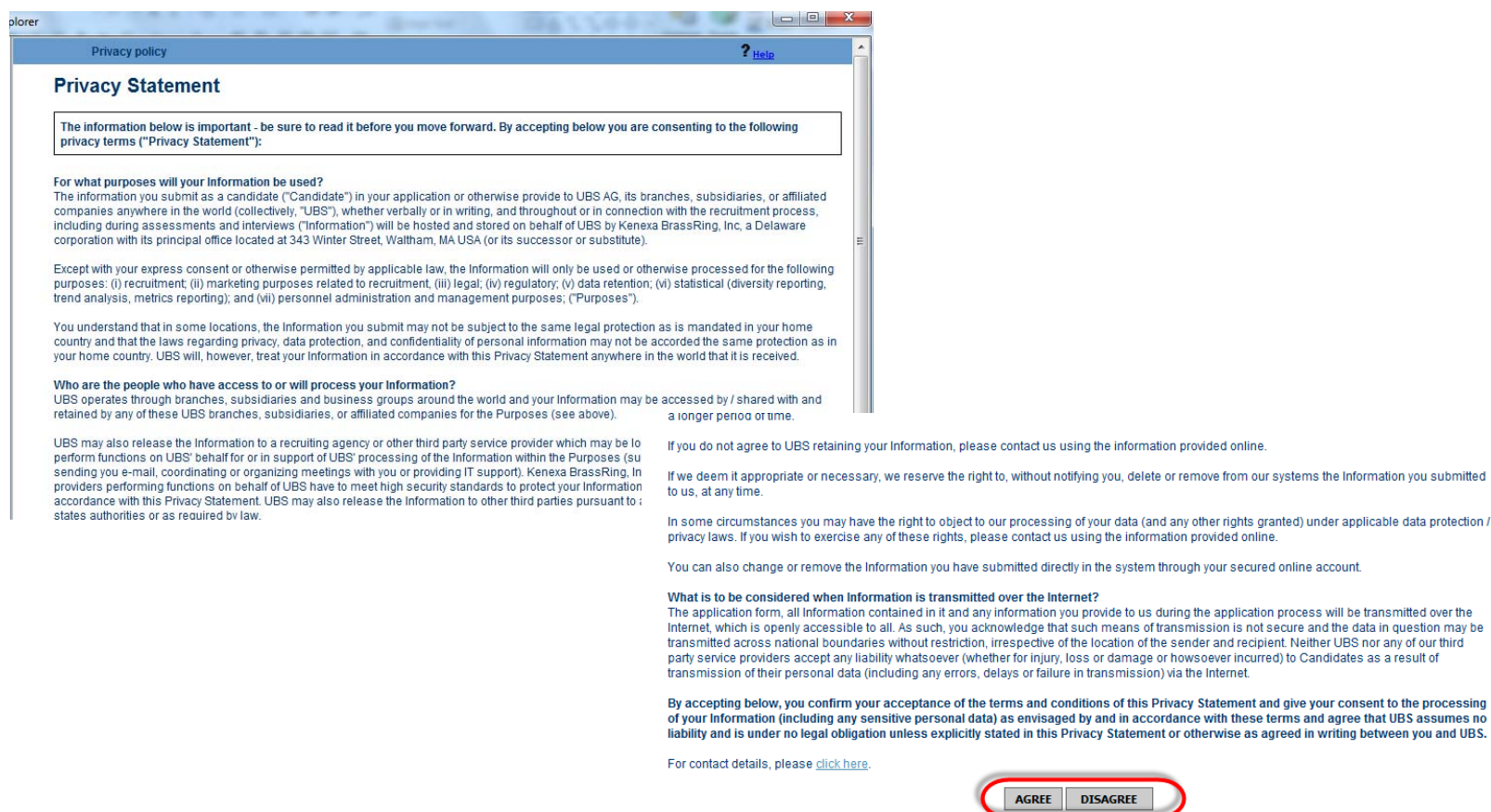
E-mail address   
Password

[Forgot your password?](#)  
[Forgot your username?](#)

# UBSキャリアサイトからの応募方法 - 6

自動的にUBS個人情報保護方針のページに切り替わります。  
内容をお読み頂き、ページ最下部にございます「AGREE（同意します）」もしくは「DISAGREE（同意しません）」をクリックしてください。

※この方針に同意されない場合、選考を進めることができませんのでご了承ください。



**Privacy Statement**

The information below is important - be sure to read it before you move forward. By accepting below you are consenting to the following privacy terms ("Privacy Statement"):

**For what purposes will your information be used?**  
The information you submit as a candidate ("Candidate") in your application or otherwise provide to UBS AG, its branches, subsidiaries, or affiliated companies anywhere in the world (collectively, "UBS"), whether verbally or in writing, and throughout or in connection with the recruitment process, including during assessments and interviews ("Information") will be hosted and stored on behalf of UBS by Kenexa BrassRing, Inc., a Delaware corporation with its principal office located at 343 Winter Street, Waltham, MA USA (or its successor or substitute).

Except with your express consent or otherwise permitted by applicable law, the Information will only be used or otherwise processed for the following purposes: (i) recruitment; (ii) marketing purposes related to recruitment; (iii) legal; (iv) regulatory; (v) data retention; (vi) statistical (diversity reporting, trend analysis, metrics reporting); and (vii) personnel administration and management purposes; ("Purposes").

You understand that in some locations, the Information you submit may not be subject to the same legal protection as is mandated in your home country and that the laws regarding privacy, data protection, and confidentiality of personal information may not be accorded the same protection as in your home country. UBS will, however, treat your Information in accordance with this Privacy Statement anywhere in the world that it is received.

**Who are the people who have access to or will process your information?**  
UBS operates through branches, subsidiaries and business groups around the world and your Information may be accessed by / shared with and retained by any of these UBS branches, subsidiaries, or affiliated companies for the Purposes (see above).

UBS may also release the Information to a recruiting agency or other third party service provider which may be to perform functions on UBS' behalf for or in support of UBS' processing of the Information within the Purposes (such as sending you e-mail, coordinating or organizing meetings with you or providing IT support). Kenexa BrassRing, Inc. providers performing functions on behalf of UBS have to meet high security standards to protect your Information in accordance with this Privacy Statement. UBS may also release the Information to other third parties pursuant to state authorities or as required by law.

If you do not agree to UBS retaining your Information, please contact us using the information provided online.

If we deem it appropriate or necessary, we reserve the right to, without notifying you, delete or remove from our systems the Information you submitted to us, at any time.

In some circumstances you may have the right to object to our processing of your data (and any other rights granted) under applicable data protection / privacy laws. If you wish to exercise any of these rights, please contact us using the information provided online.

You can also change or remove the Information you have submitted directly in the system through your secured online account.

**What is to be considered when information is transmitted over the Internet?**  
The application form, all Information contained in it and any information you provide to us during the application process will be transmitted over the Internet, which is openly accessible to all. As such, you acknowledge that such means of transmission is not secure and the data in question may be transmitted across national boundaries without restriction, irrespective of the location of the sender and recipient. Neither UBS nor any of our third party service providers accept any liability whatsoever (whether for injury, loss or damage or howsoever incurred) to Candidates as a result of transmission of their personal data (including any errors, delays or failure in transmission) via the Internet.

By accepting below, you confirm your acceptance of the terms and conditions of this Privacy Statement and give your consent to the processing of your information (including any sensitive personal data) as envisaged by and in accordance with these terms and agree that UBS assumes no liability and is under no legal obligation unless explicitly stated in this Privacy Statement or otherwise as agreed in writing between you and UBS.

For contact details, please [click here](#).

**AGREE** **DISAGREE**

# UBSキャリアサイトからの応募方法 - 7

同意されますと、以下の画面に切り替わります。必要な情報を設定し、"Create "をクリックしてください。7ページの画面に戻りますので、設定したパスワードで改めてログインをお願いします。

Candidate log in/create login - Internet Explorer

Careers Home Search openings Search results Job details Candidate log in/create login ? [Help](#)

### Candidate log in/create login

In order to apply to positions at UBS you must create an account. This will allow you to save your incomplete application, store your profile information and will provide you with access to more job seeker tools.

☐ Enter your username and password to log in

☒ Create a login

E-mail address

Password  [Password security tips](#)

Re-enter password

Select a security question What is the name of your first school? ▼

Answer to your security question

Select a security question What is the name of your first school? ▼

Answer to your security question

Select a security question What is the name of your first school? ▼

Answer to your security question

#### Password guidelines

- Your password must be a minimum of 6 and a maximum of 25 characters.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

# UBSキャリアサイトからの応募方法 - 8

"Build or select profile using this site "を選択し、"Continue"クリックしてください。

UBS - Experienced professionals - job boards - Profile Source - Internet Explorer

Progress bar: Careers Home, Search openings, Search results, Job details, Candidate log in/create login, Profile Source


Social networking information

### Profile Source

The following options allow you to create or import a profile from various sources. The system will guide you through the application process. Please review your results before the final submission.

Select a method to add your profile

☒ Build or select profile using this site

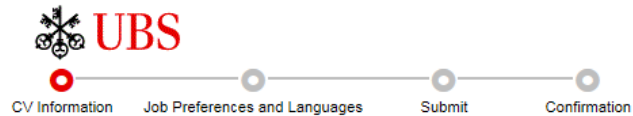
☐  LinkedIn

Continue Back



# UBSキャリアサイトからの応募方法 - 9

"Upload my resume/CV from my computer"を選択し、Browseから登録したい履歴書を選択してください。"Name this resume/CV"にお名前を入力し、"Next"をクリックしてください。



## Your application

You can choose to either upload your resume/CV or enter your information in the space provided.

If you choose the upload option, please note the following:

- 1) Your resume/CV should be submitted in Word only, without certificates, diplomas or reference letters as these can be uploaded separately on the next page.
- 2) The document file should not exceed 3MB.

Note: If you wish you can also include a cover letter in support of your application.

Please only upload your resume/CV here. You will have the option to upload additional application documents on the next page.

## Resume/CV

Choose one of the methods below to submit your resume/CV.

- ☐ Use a resume/CV from my profile      File to upload:  

☒ Upload my resume/CV from my computer      Name this resume/CV:

☐ Enter my resume/CV by typing or copying it in

## Cover letter

Choose one of the methods below to submit your cover letter.

Enter the text of your cover letter in the text box below.

Name this cover letter:

# UBSキャリアサイトからの応募方法 - 10

アップロードした履歴書が正しいものであるか、確認してください。問題なければ、"Next" をクリックし進んでください。

※履歴書を差し替える場合には、"Previous"をクリックし、前ページへお戻りください。

Professional - External (8.5) - Internet Explorer

UBS

CV Information Job Preferences and Languages Submit Confirmation

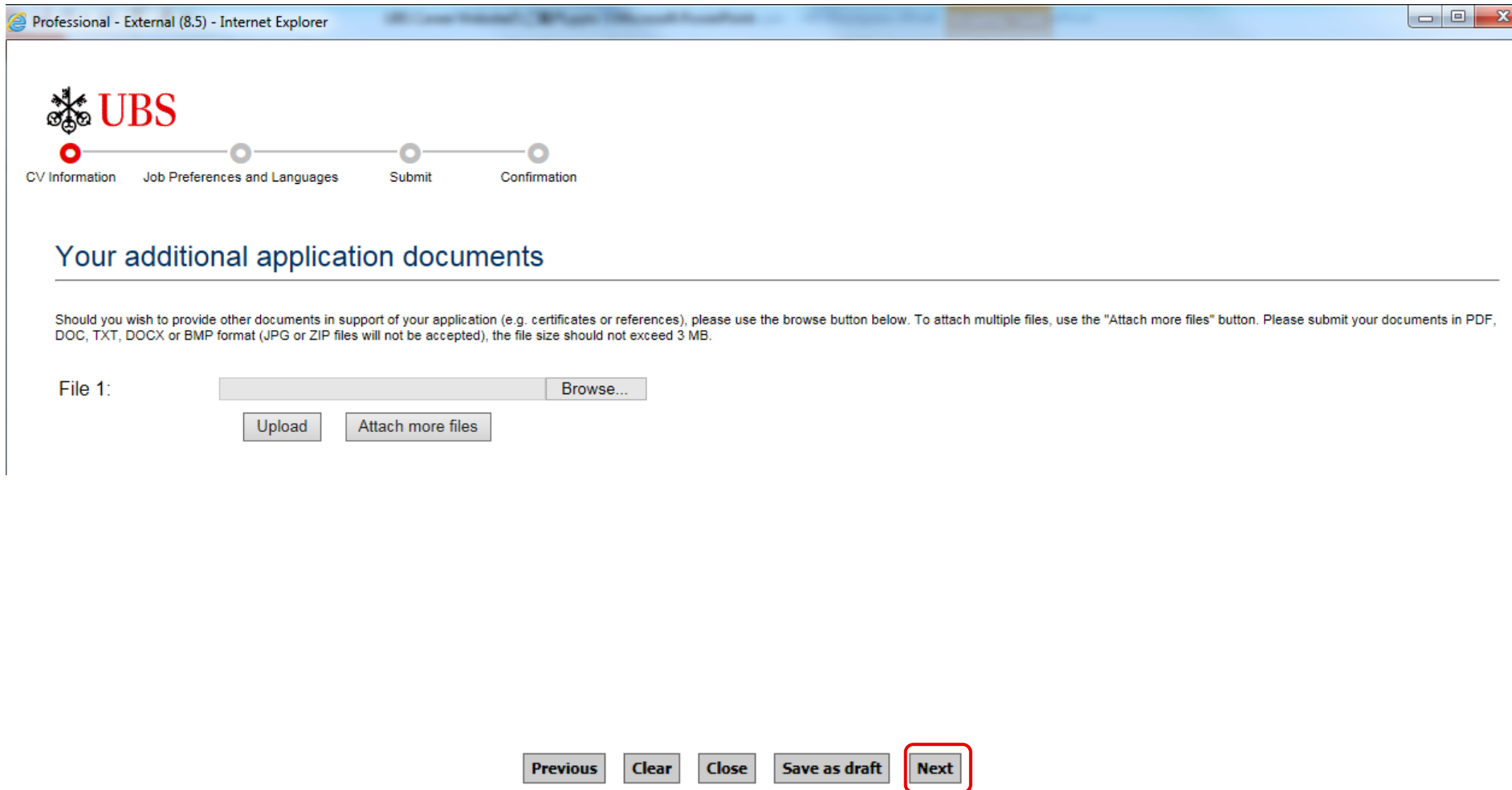
[View resume/CV](#)

Your resume/CV ( ) has been saved in the following format:

Previous Clear Close Save as draft **Next**

# UBSキャリアサイトからの応募方法 - 11

追加したい職務経歴書がある場合には、以下の画面からアップロードできます。  
※前の画面に戻る場合には、"Previous"をクリックしてください。



The screenshot shows a web browser window titled "Professional - External (8.5) - Internet Explorer". The UBS logo is in the top left. A progress bar at the top indicates four steps: "CV Information" (active, marked with a red dot), "Job Preferences and Languages", "Submit", and "Confirmation".

### Your additional application documents

Should you wish to provide other documents in support of your application (e.g. certificates or references), please use the browse button below. To attach multiple files, use the "Attach more files" button. Please submit your documents in PDF, DOC, TXT, DOCX or BMP format (JPG or ZIP files will not be accepted), the file size should not exceed 3 MB.

File 1:

At the bottom, there are five buttons: "Previous", "Clear", "Close", "Save as draft", and "Next". The "Next" button is highlighted with a red rectangle.

# UBSキャリアサイトからの応募方法 - 12

氏名・連絡先等を入力し、"Next"をクリックしてください。(\*は入力必須項目です)

The screenshot shows a web browser window with the UBS logo and a progress bar indicating the current step is 'CV Information'. The form is titled 'Your contact information' and contains the following fields:


- Title: Select one (dropdown)
- \*Legal first name: Text input
- Middle name: Text input
- \*Last name: Text input
- Preferred first name: Text input
- \*Address line 1: Text input
- Address line 2: Text input
- Zip/Postal code: Text input
- \*Country: Select one (dropdown)
- \*State/Region/Province: Select one (dropdown)
- \*City: Text input
- \*Mobile phone: Text input
- Home phone: Text input
- Other phone: Text input
- \*Contact e-mail address: Text input
- Web address: Text input
- Fax: Text input
- Preferred method of contact: Select one (dropdown)

At the bottom of the form, there are five buttons: 'Previous', 'Clear', 'Close', 'Save as draft', and 'Next'. The 'Next' button is highlighted with a red rectangle.

# UBSキャリアサイトからの応募方法 - 13

職歴・学歴を入力し、"Next"をクリックしてください。Actionsの"Add"/"Clear"で追加・削除ができます。職歴についてはできるだけ詳しくご入力ください。

Professional - External (8.5) - Internet Explorer

 UBS

CV Information Job Preferences and Languages Submit Confirmation

### Your career experience

### Your work experience

You may include up to five positions.

Position or job title	Organization name	Start year	End year	Most recent	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="Add"/> <input type="button" value="Clear"/>

### Your education


You may include up to three qualifications or periods of study. GPA (Grade Point Average) is only applicable for US qualifications.

School or Educational institution	Major or Area of study	Degree	GPA	Grad year	Most recent	Actions
<input type="text"/>	<input type="text"/>	<input type="text" value="N/A"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="button" value="Add"/> <input type="button" value="Clear"/>

# UBSキャリアサイトからの応募方法 - 14

勤務条件など選択してください。Additional informationでは、希望する勤務地をCountryから選択し、"Next"をクリックしてください。

Professional - External (8.5) - Internet Explorer

 UBS

CV Information Job Preferences and Languages Submit Confirmation

## Your job preferences

The following questions about your current job preferences are optional. Although they may not be relevant to the specific job you are applying for, they could be useful in matching you with other potential opportunities. Hold the 'Ctrl' or 'Apple' key to select multiple options.

Please select which of the following functional areas you are interested in:

Administration and Support  
Audit  
C&ORC (Compliance and Operational Risk)  
Client Advisors/Relationship Managers

What type of role are you interested in?

Full Time  
Part Time - 60%-80%  
Part Time - 40%-60%  
Part Time - Less than 40%

What is your current annual base salary? (Please also specify the currency)

In which countries are you currently eligible to work?

Argentina  
Australia  
Austria  
Bahamas

Please select which of the following locations you are interested in working in:

Argentina  
Australia  
Austria  
Bahamas

How much time will you be prepared to spend on business travel?

Select one

## Additional information

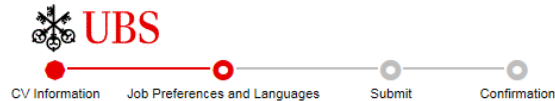
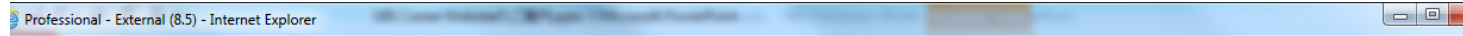
The laws in certain countries prescribe the manner by which and the type of information that UBS may request from candidates. It is therefore important for you to confirm the country to which you are applying to work by using the field below, so that we can request any required information in accordance with applicable laws. If your intended country is not listed, please select Switzerland, where the head office of UBS is located.

\*Country Select one

Previous Clear Close Save as draft **Next**

# UBSキャリアサイトからの応募方法 - 15

追加のアンケートにお答え頂き、"Next"をクリックしてください。(\*は必須です)



## Additional information

UBS is an Equal Opportunity Employer committed to diversity in the workplace. The following section requests for you to provide certain personal data such as ethnicity and gender, and is gathered for reasons of diversity analytics and statistics which help UBS to build a diverse workforce. Such personal data will not be used to make hiring decisions and will therefore have no impact whatsoever on the process or success of your application. If you do not wish to provide any personal data, kindly select the option "Decline to self-identify" as your response.

Date of Birth

\*Gender

- ☐ Male  
☐ Female  
☐ Decline to self-identify

\*Nationality (by country)

## Your language skills

Please enter your language proficiency details into the fields below.

\*First Language

Languages you can speak fluently

Languages you can speak to an intermediate level

## How have you heard about us?

We are interested in how you heard about this job. Please select one option from the menu below.

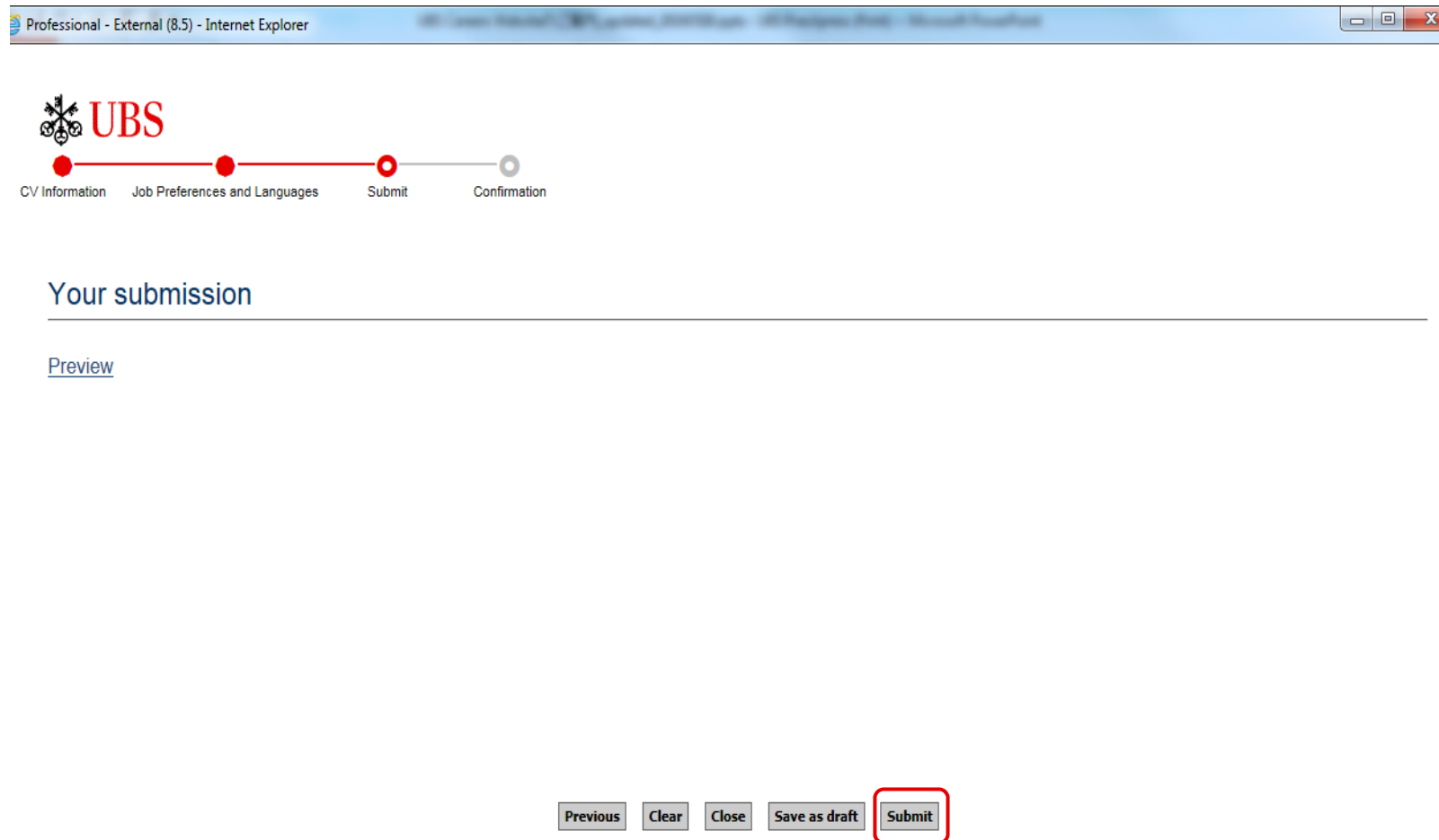
\*How did you come to apply to UBS?

[Previous](#) [Clear](#) [Close](#) [Save as draft](#) [Next](#)



# UBSキャリアサイトからの応募方法 - 16

"Preview"をクリックし、入力内容に間違いがないかご確認の上、忘れずに"Submit"ボタンをクリックしてください。



The screenshot shows a web browser window titled "Professional - External (8.5) - Internet Explorer". The UBS logo is at the top left. Below it is a progress bar with four steps: "CV Information", "Job Preferences and Languages", "Submit", and "Confirmation". The "Submit" step is currently active, indicated by a red dot. Below the progress bar, the text "Your submission" is followed by a horizontal line. Under this line, the word "Preview" is a clickable link. At the bottom of the page, there are five buttons: "Previous", "Clear", "Close", "Save as draft", and "Submit". The "Submit" button is highlighted with a red rectangular border.



# UBSキャリアサイトからの応募方法 - 17

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"Submit"をクリックすると、以下の確認画面が出ます。以上で完了です。



## Confirmation

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Thank you for your interest in furthering your career with UBS.

We will be in contact with you regarding your application shortly.

Best regards,  
Your UBS Recruiting Team