



## PR/086582 | Junior IT Solutions Specialist

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1537833

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:03

### 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

**COMPANY OVERVIEW**

Our client of asset management subsidiary is seeking a Junior IT Solutions Specialist.

**RESPONSIBILITIES**

- Business Process Automation, & Data, System Optimization

#### 1. Workflow Optimization & Implementation

- Evaluate, implement and monitor newly adopted automation tools and technologies.
- Maintain the efficient and secure operation of all current automation technology solutions and functions, adhering to corporate requirements and industry standards.
- Oversee system performance and implement enhancements to improve efficiency and reliability.

- Conduct maintenance and updates of Power Platform-based solutions and address any emerging issues.
- Document and review code/automation scripts by providing clear explanations, detailing business process steps, and ensuring adherence to best practices for quality and maintainability.

## 2. Data Integration & Management

- Assist in development of Power BI dashboards, including building dynamic visuals such as calculated tables, graphs and charts.
- Maintain table relationships and referential integrity to prevent inconsistencies.
- Monitor data integrity and troubleshoot connectivity issues.

- Project Management

## 1. Collaboration with Internal Departments:

- Collaborate with business units to identify their needs and deliver effective technology solutions.
- Collect information and data required for project implementation.
- Conduct regular meetings to ensure smooth implementation.
- Maintain structured Teams channel organization for efficient communication and collaboration.

## 2. User Training & Support

- Develop comprehensive operational manuals for automated workflows.
- Present automation improvements to communicate benefits and drive adoption.

## REQUIREMENTS

- Bachelor's degree in information technology, mathematics, or a related field.
- A minimum of 2 years of relevant experience, ideally within the financial sector, demonstrating a strong understanding of industry-specific challenges and solutions.
- Proven experience with the Microsoft Power Platform, including Power BI and Power Automate.
- Familiarity with project management methodologies and tools is essential.
- Exceptional analytical and problem-solving abilities, with a track record of identifying issues, developing solutions, and implementing improvements effectively.
- Excellent verbal and written communication skills, with the ability to convey complex technical concepts to non-technical stakeholders and collaborate effectively with cross-functional teams.

## SALARY & Benefits

USD \$36.06/hr. - \$40.87/hr. (annualized gross base pay equivalent of \$75,000 - \$85,000)

## OTHERS

Work location: New York, NY

\* Currently, the office is on a hybrid schedule requiring at least three days in the office per week.

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