PR/095102 | Loan and Remittance Operation

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1538292

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
May 1st, 2025 20:14

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 is a Japanese-owned bank.

JOB RESPONSIBILITIES

- Back office general operations, settlement, input vouchers for loans, securities, and money market transactions
- Operation of accounting system, settlement system (SWIFT), and custody system,m etc.
- To monitor fund transfers (inward and outward remittance), customers' accounts
- The company may require you to perform duties other than those set out above.
- Account processing for banking operations (Deposits, Loans, Remittances, Securities, Money, Foreign Exchange, various expense payments, GST, etc.) and a series of administrative processes for settlements
- Operations incidental to the above (name screening (AML/CFT checks, FATCA and CRS returns), invoice management, GST refund request administration, etc.)
- Any other ad-hoc duties which the superior may assign from time to time.

REQUIREMENTS

- At least 2 years of administrative work, including Excel (Simple key-in process)

- Administrative work in either banks or non-financial companies, preferred skill

- Experience in bookkeeping in accounting, preferred skill

- SWIFT experience, Loan experience, AML; good to have but not compulsory

We appreciate your application. However, due to the volume of responses, only shortlisted candidates will be notified. Please be advised that we are unable to sponsor visas.

Hannah Ariffin

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R1984070

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Company Description