



## PR/095102 | Loan and Remittance Operation

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1540473

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 18th, 2025 09:01

### 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, 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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#countrysingapore

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Company Description