



PR/095383 | Junior Loan Admin Fund Finance

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1543942

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 03:00

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 one of the leading and biggest bank in the APAC Region.

JOB RESPONSIBILITIES

- Facilitate closing and day to day loan operations with internal back-office and treasury team.
- Perform investor analysis to support credit approval process for fund finance transactions.
- Conduct on-going credit monitoring and generate annual rating review reports.
- Perform KYC / AML investigations and reporting for new and existing client accounts.
- Prepare various performance and accounting internal reporting for SG Branch/TKO HO.
- Participate in fund finance initiative projects and facilitate implementation process.
- Perform any other tasks as reasonably assigned by the line Manager.

REQUIREMENTS

- Middle office or administrative job experience at a bank.
- Solid understanding of corporate banking products and operations.
- Strong analytical skills to generate credit and performance analysis reports.
- Strong multi-task skills to meet various transactional timelines.
- Ability to work in a small team with good teamwork ethic and cultural sensitivity.
- Strong communication and interpersonal skills with both internal and external parties.
- Proactive and highly motivated individual who is passionate about adding value to a new
- Understanding of MUTB policies and procedures (credit, employment, compliance, conduct, etc).

COMPETENCIES

- Bachelor's Degree or above.
- 4+ years of past experiences in financial industry, ideally in fund finance, structured finance, or corporate finance.
- Proficient verbal and written skills in English.
- Professional skills in Excel and Word.

We regret to inform that only shortlisted candidates will be notified.

We appreciate your understanding. Candidates requiring visa need not to apply.

EA: JAC Recruitment Pte. Ltd.

EA Licence: 90C3026

EA Personnel: R22109162

EA Personnel Name: Tan Wan Ting

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#countrysingapore

Company Description