



JAC Recruitment

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USA



PR/086771 | Client Relationship Specialist (Los Angeles)

Job Information

Recruiter

JAC Recruitment USA

Job ID

1543968

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 10th, 2025 10:40

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

A leading global bank is seeking a Client Relationship Specialist.

RESPONSIBILITIES

- Serve as a liaison between clients and internal teams to ensure timely and accurate processing of customer banking transactions including but not limited to uncommitted/committed loans, foreign exchange, all types of deposit booked in New York Branch
- Collect, retrieve, verify, and update client profile documents, including company information, authorized signers/users, and product-specific access rights.
- Upload and manage digital files in the internal system, ensuring completeness and accuracy.
- Provide back-up support to other staff members to maintain department productivity standards
- Provide support related to client onboarding and maintenance.
- Coordinate with the related to resolve client inquiries and ensure service excellence.
- Maintain confidentiality and adhere to compliance standards in all client interactions.

REQUIREMENTS

- Prior experience in a professional office environment; banking or financial services experience preferred.
- Proficiency in Microsoft Office 365, especially Outlook, Excel, and Word.
- Strong attention to detail and organizational skills.
- Effective verbal and written communication skills.
- Bilingual proficiency in Korean and conversational-level Japanese is considered a plus.

SALARY & Benefits

USD \$60,000 - \$75,000+ Performance Bonus

This company offers a competitive total rewards package.

OTHERS

Work location: Los Angeles, CA

*This is a hybrid position. All employees must work in-office at least 2 times per week.

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Company Description