



## PR/086708 | Jr. Clerk in Operation Group

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1547877

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

August 6th, 2025 04:00

### 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

#### POSITION SUMMARY

Japanese financial institution is seeking a Jr. Clerk in their Operation Group in the Manhattan office.

#### RESPONSIBILITIES

Review borrowing requests from loan agents and customers to confirm credit line availability and compliance with approved terms.

Prepare loan request records and rate reset documentation in accordance with front office approvals.

Verify signatures on borrowing notices and remittance requests, performing necessary call-back procedures.

Ensure timely completion of daily funding requests and acknowledgment by the Treasury Group.

Process fund transfers, including SWIFT payments, verifying customer account balances before executing transactions.

Generate and send rate indication notices via email.

Confirm successful interfacing of approved transactions within NOVAS systems.

Monitor loan repayment and interest settlement statuses, coordinating updates with the front office.

Follow up with agents and customers regarding pending fund transfers.

Report discrepancies and irregularities to the team leader promptly.

Maintain organized records and compile daily, weekly, and monthly reports.

Assist in collecting and preparing materials for audits and regulatory examinations as required by team leadership.

#### QUALIFICATIONS

Bachelor's degree or equivalent

Proficient in Microsoft Suite (Excel, Word)

Responsible and good communication skill and team spirit

0-3 years of experience in Corporate Lending

Knowledge of SWIFT payments and financial reporting processes is a plus.

\*Japanese fluency is not required.

#### SALARY

\$55,000-\$65,000/year

#### BENEFITS

Medical, dental, and health insurance, vacation, sick leave, and 401K.

#### LOCATION

Midtown, NYC

Hybrid work: 3 days remote and 2 days work on-site/week

#LI-JACUS #LI-US #countryUS

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#### Company Description