



## PR/086771 | Client Relationship Specialist (Los Angeles)

### Job Information

**Recruiter**[JAC Recruitment USA](#)**Job ID**

1547904

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:03

### 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.

#LI-JACUS #LI-US #countryUS

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description