



PR/094780 | Personal Loan Specialist

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548575

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 23:00

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 a premier financial services and consulting firm.

Job Responsibilities

- Timely processing of bilateral and syndication loans drawdown, rollover, rate fixing, billing, repayment and facility fees collection.
- Support remittance and deposits placement functions.
- Perform AML screening as well as pre & post transactional handling.
- Timely and proper response to internal/external stakeholder's inquiries and on matters relating to the services provided by the Branch.
- Maintain proper record of all loan files.
- Perform daily reconciliation, audit confirmation, management and regulatory reporting.

Job Requirements

- Diploma holder with at least 5 years of relevant working experience in Loan Operations/ Credit Administration.
- Strong working knowledge of back-office operations.
- Working understanding of regulations, industry guidelines and best practices.
- Knowledge of AML & Terrorist Financing as well as Operational Risk issues.
- Meticulous and good problem solving skills.

EA: JAC Recruitment Pte. Ltd.

EA Licence: 90C3026

EA Personnel: R1872520

EA Personnel Name: Lum Yu Ru

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Company Description