



PR/095383 | Junior Loan Admin Fund Finance

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1548806

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:49

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

#LI-JACSG

#countrysingapore

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.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

Company Description