



PR/086867 | Japanese Bilingual KYC Analyst

Job Information

Recruiter

JAC Recruitment USA

Job ID

1553941

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 09:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client – (Major bank in NYC) is looking for a KYC Analyst in NYC.

This is a hybrid position.

RESPONSIBILITIES

- Client Outreach

Assess required KYC information and documents depending on clients' status. Contact clients to gather required KYC information and documents based on such assessment in a timely and professional manner.

Ensure the accuracy of obtained information and furnish them to related departments as needed for downstream

processes without delay.

Share client communication with Relationship Managers.

In the event to any issues, make independent judgement to solve them in cooperation with RM to complete KYC process without delay.

- KYC Due Date Control

Manage KYC progress without immediate direction and supervision and share the information as needed with related departments for due diligence and date control.

- Understanding of KYC Requirements and Related Bank Systems

Understand regulations and internal policies and procedures in terms of KYC and related matters, and understand related bank systems in order to make proper assessment.

REQUIREMENTS

- English / Japanese bilingual (reading/writing/speaking)
- Ability to understand policies and procedures written in Japanese and English
- Excellent business e-mail writing skill
- Excellent interpersonal skill
- Working experience in client service preferred
- Ability to work independently without immediate supervision and direction
- Proficient in Microsoft Excel preferred

SALARY

Salary range will be USD 65,000 - 80,000 (Depending on the experiences)

BENEFITS

Medical Dental Vision 401K and other benefit will be provided.

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Company Description