



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**

April 28th, 2026 10:00

## 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