



## アシスタント・リレーションシップ・マネージャー/Assistant Relationship Manager ◆ 外資系銀行

シンガポール本店コミュニケーション+インターナショナルな日本チームメンバー！

### Job Information

**Hiring Company**

Oversea-Chinese Banking Corp. Ltd., Tokyo Branch

**Job ID**

1560983

**Division**

クレジット・アンド・マーケティング部

**Industry**

Bank, Trust Bank

**Company Type**

International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Contract

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

Negotiable, based on experience

**Refreshed**

October 7th, 2025 18:18

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### 業務内容

- 顧客のニーズや事業目標を理解し、リレーションシップマネージャーの法人顧客対応をサポート
- クレジットプロポーザル、財務分析、AML/KYC資料の作成補助
- 社内関係部署と連携し、融資申請や銀行サービスの円滑な実行をサポート

- 顧客口座をモニタリングし、契約遵守やクロスセルの機会を確認
- 顧客向け資料や報告書の作成を通じて営業活動を支援
- 市場調査を行い、業界動向や競合情報を収集して営業戦略に貢献
- 顧客対応や課題解決を迅速に行い、良好なサービスを提供
- ポートフォリオ目標の達成を支援し、コーポレートバンキングビジネスの成長に貢献

### Job Description

- Support Relationship Managers in managing and growing corporate client relationships by understanding client needs and business objectives.
- Assist in preparing credit proposals, financial analysis, and AML/KYC for corporate clients.
- Coordinate with internal teams (credit, risk, legal, operations) to facilitate smooth implementation of loan applications and other banking services.
- Help monitor client accounts to ensure compliance with agreed terms and identify potential issues or opportunities for cross-selling.
- Prepare client presentations, reports, and documentation to support relationship management activities.
- Conduct market research and stay informed about industry trends and competitor activities to support business development efforts.
- Provide excellent customer service by responding promptly to client inquiries and resolving issues in coordination with senior team members.
- Assist in achieving assigned portfolio targets and contribute to the overall growth of the corporate banking business of the credit and marketing team.

### Further Details

#### Salary:

Based on experience

#### Job Type:

Contract/Contract to Perm/Perm

#### ※When Applying Please attach your English resume

ご応募の際は英文レジュメを必ずご提出ください。

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### Required Skills

#### スキル・資格

- 最低1～2年の実務経験があること（銀行業務経験がある方歓迎）
- チームプレーヤー
- 前向きにチャレンジできる方
- 日本語・英語双方において、ビジネスレベルの口頭および文章によるコミュニケーション能力を有する方
- 結果重視かつ顧客志向の姿勢を持っていること

#### Requirements

- Have a minimum of 1-2 years of working experience, preferably in Banking.
- Demonstrate discipline, strong leadership and teamwork skills.
- Display a high level of motivation, initiative, and an optimistic mindset.
- Excellent oral and written communication skills in both Japanese and English
- Show a results-oriented and customer-focused approach.

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### Company Description