



PR/096107 | Senior Officer / Assistant Manager

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1562496

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

November 18th, 2025 12:01

## 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 is a Japanese owned bank.

### JOB RESPONSIBILITIES

- Manage and execute initiatives across the entire branch.
- Disseminate information and handle publication tasks.
- Drive continuous improvement in work efficiency.
- Serve as the primary contact for departments in the Head Office.
- Oversee and control the branch's targets and financial budgets.
- Develop and track strategic action plans for the branch.
- Champion cross-functional projects and initiatives across branch departments.

- Gather, synthesize, and share information effectively with both internal and external parties.
- Maintain clear communication channels and coordinate with Head Office departments.
- Network with external partners and counterparts to gain relevant information and identify new opportunities.
- Proactively identify and implement areas for operational enhancement.
- Undertake any additional duties reasonably assigned by management.

## REQUIREMENTS

- A bachelor's degree is required, ideally in Business Administration or Business Analytics.
- Five years of experience is preferred in corporate planning and development within the banking sector.
- Proven history of using analytics to form well-reasoned business judgments and strategic recommendations.
- Exceptional presentation abilities to convert complex analytical findings into clear, accessible documentation.
- Strong interpersonal skills demonstrating cultural awareness and a collaborative, team-oriented work ethic.
- Eagerness to actively participate in identifying and developing new business opportunities.
- Advanced proficiency in both written and spoken English, with Japanese proficiency being a preference to effectively interact with Japanese stakeholders in the related Unit or Division at the Japan Head Office.
- Expert user of Microsoft Power Point, Excel, and Word.
- Ability to rapidly assimilate and adhere to bank's policies and procedures, including those related to organization, function, employment, compliance, and conduct.

## Soft Skills:

- A detail-oriented, organized, and resourceful professional.
- Practical experience in planning and managing projects and initiatives.
- Robust analytical and problem-solving skills.
- Effective communication and delivery skills for presentations.

We appreciate your application. However, due to the volume of responses, only shortlisted candidates will be notified. Please be advised that we are unable to sponsor visas.

Hannah Ariffin

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R1984070

#LI-JACSG

#countrysingapore

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