



CR/095819 | Client Document review officer (complex Team)(12 months)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1563183

Industry

Bank, Trust Bank

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

October 28th, 2025 10:34

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

My client is a leading private banking and wealth management firm. The company has over 100 years of experience in managing the wealth of private clients across the globe. With a presence in around 25 countries and 60 locations, including major financial hubs like Singapore, Hong Kong, London, and Dubai.

JOB RESPONSIBILITIES

- Review client-submitted account documentation from Relationship Managers (RMs).
- Process account amendments and changes in client circumstances in line with bank policies and procedures.
- Track and escalate documentation deficiencies as per established protocols.
- Deliver high-quality service to internal stakeholders, including RMs and Assistant RMs.
- Assist other departments with tasks such as data retrieval and remediation efforts.

JOB REQUIREMENTS

- Diploma or Degree in a relevant field.
- Minimum 2 years of banking experience, preferably with a focus on client documentation.
- Experience in private banking documentation is highly desirable.
- Knowledge of FATCA, CRS, and QI regulations is an advantage.

Working Location: Singapore

Lou Kay Shaun Neal (R22109163)
JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description