



## CR/096187 | Client screening specialist (12 months)

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1564902

**Industry**

Bank, Trust Bank

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

December 9th, 2025 04:00

## 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

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

- Conduct name screening and background checks on new and existing clients.
- Review submissions from the Front Office for completeness and request additional information when necessary.
- Properly document and escalate true or potential matches within required timelines.
- Deliver high-quality support to internal stakeholders, including Relationship Managers and their assistants.
- Perform quality assurance reviews on work completed by other business units when needed.

JOB REQUIREMENTS.

- Diploma or Degree holder with at least 3 years of relevant experience in name screening preferred.
- Proficient in Microsoft Office and comfortable with technology.
- Strong command of both written and spoken English and Chinese to effectively communicate with Chinese-speaking clients.

Working Location: Singapore

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

#LI-JACSG

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>  
Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

---

Company Description