



CR/096191 | Client screening specialist (12 months)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1564906

Industry

Bank, Trust Bank

Job Type

Contract

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 10:42

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

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Company Description