



## CR/096130 | Client screening specialist (12 months)

## Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1570780

**Industry**

Bank, Trust Bank

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 07:00

## 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

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Company Description