



PR/096392 | Assistant Relationship Manager (Japanese speaking)

Job Information

Recruiter

[JAC Recruitment Singapore](#)

Job ID

1570926

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client is a leading Japanese financial institution with a strong presence across Asia. Their wealth management team is growing and looking for a Japanese speaking Assistant Relationship Manager.

Job Responsibilities

- Assist Relationship Managers (RMs) in meeting sales targets, acquiring new clients, and strengthening client relationships.
- Coordinate with internal teams (Deposits, Remittance, Treasury, etc.) and external partners to facilitate banking and investment transactions.
- Oversee client onboarding processes, including documentation, screening, and KYC, ensuring full compliance with regulatory and internal policies.
- Conduct regular account reviews and support credit monitoring for loan-related transactions, ensuring timely follow-up and effective risk management.
- Track and manage client portfolios (deposits, investment securities) and monitor daily sales performance.
- Handle administrative tasks such as travel arrangements, entertainment/gift coordination, and expense reporting.
- Serve as a liaison for Japanese clients and counterparts in Japan, providing accurate and timely translation of documents, presentations, and client communications between Japanese and English.
- Perform securities operations as Assistant RM for Nikko Securities, including account opening and execution of securities and foreign exchange transactions.

- Provide support for any additional duties as assigned.

Job Requirements

- Bachelor's degree in Finance, Accounting, Economics, or a related discipline.
- Language proficiency: Full professional fluency in Japanese (mandatory) and English, as the role involves direct interaction with Japanese clients.
- Minimum 3–5 years of relevant experience in banking or securities, preferably in Private Banking.
- Strong understanding of banking and investment products, with high attention to detail and operational accuracy.
- Excellent communication and client service skills; proactive and collaborative team player.
- Ability to obtain CACS 1 & 2 certification within 3 months of joining.
- Additional certifications for Nikko RNF Representative:
 - RES12B
 - CM-SIP(Other exams may apply; exemptions possible.)

We regret to inform that only shortlisted candidates will be notified.
Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.

EA Licence: 90C3026

EA Personnel: R24123855

EA Personnel Name: Mei Kamioka

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Company Description