



PR/087289 | Client Relationship Specialist (Bilingual Japanese–English or Korean–English)

Job Information

Recruiter

JAC Recruitment USA

Job ID

1591182

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 10:36

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A leading global bank is seeking a Client Relationship Specialist (Bilingual Japanese–English or Korean–English).

RESPONSIBILITIES

- Serve as a liaison between clients and internal teams to ensure timely and accurate processing of customer banking transactions including but not limited to uncommitted/committed loans, foreign exchange, all types of deposit booked in New York Branch
- Collect, retrieve, verify, and update client profile documents, including company information, authorized signers/users, and product-specific access rights.
- Upload and manage digital files in the internal system, ensuring completeness and accuracy.
- Provide back-up support to other staff members to maintain department productivity standards
- Provide support related to client onboarding and maintenance.
- Coordinate with the related to resolve client inquiries and ensure service excellence.

- Maintain confidentiality and adhere to compliance standards in all client interactions.

REQUIREMENTS

- Prior experience in a professional office environment; banking or financial services experience preferred.
- Proficiency in Microsoft Office 365, especially Outlook, Excel, and Word.
- Strong attention to detail and organizational skills.
- Effective verbal and written communication skills.
- Bilingual proficiency in Korean and conversational-level Japanese is considered a plus.

SALARY & Benefits

USD \$65,000 - \$75,000+ Performance Bonus

This company offers a competitive total rewards package.

OTHERS

Work location: Los Angeles, CA

*This is a hybrid position.

#LI-JACUS #LI-US #countryUS

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.us/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.us/terms-of-use>

Company Description