



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

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1594894

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

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Company Description