



PR/097253 | Sales and Client Support Associate (Japanese speaking)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1599701

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 7th, 2026 16:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client, a Japanese bank, is seeking a Sales and Client Support Associate to support Japanese corporate clients expanding into Singapore and the wider Southeast Asia region. This role focuses primarily on sales support and hands-on client assistance, including market-entry support such as overseas inspections, exhibitions, business matching, and cross-border EC initiatives. The successful candidate will work closely with headquarters, local partners, and Japanese corporate clients to support their regional expansion, while also handling research, reporting, and coordination with internal departments. In addition, the role may involve limited, ad-hoc support to the investment team, such as assisting with information gathering and basic due diligence-related tasks.

Responsibilities

- Support overseas expansion initiatives for bank's customers, including market entry support and local coordination

- Plan and organize sales events, business matching, and promotional activities to enhance customers' products and services
- Support customers in promoting their products through cross-border EC platforms
- Conduct research on industry trends, market activities, and competitors related to customers' products and services
- Source, coordinate, and maintain relationships with local experts, partners, and vendors
- Support loan-related business expansion for banks' customers, including coordination and negotiation support
Prepare meeting minutes, internal reports, and client-facing materials
- Provide administrative and operational support across relevant internal departments as needed
- Provide ad-hoc support to the Investment Team, including assistance with due diligence and information gathering for investment and financing activities

Requirements

- Diploma or higher qualification
- 1–3 years of relevant experience in sales, marketing, business matching, or event planning
- **JLPT N1 or above (or equivalent) proficiency in Japanese, with the ability to communicate effectively with Japanese-speaking clients**

No visa sponsorship is available

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

#LI-JACSG #countrysingapore

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Company Description