



PR/087495 | Japanese Bilingual Client Specialist

Job Information

Recruiter

JAC Recruitment USA

Job ID

1603036

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:00

General Requirements

Minimum Experience Level

Over 6 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

POSITION SUMMARY

In this position, you will support client relationship management within a financial institution by ensuring accurate processing of financial transactions, maintaining client records, and facilitating effective communication between clients and internal departments.

RESPONSIBILITIES

- Act as a liaison between clients and internal teams to ensure timely and accurate processing of banking transactions, including loans, foreign exchange, and deposits
- Collect, verify, and maintain client documentation and profiles
- Manage and upload digital records into internal systems, ensuring accuracy and completeness

- Support client onboarding and account maintenance activities
- Coordinate with internal stakeholders to address client inquiries and deliver high-quality service
- Provide backup support to team members to maintain operational efficiency
- Ensure compliance with regulatory requirements and maintain confidentiality of client information

QUALIFICATIONS

- Prior experience in a professional office environment (financial services preferred)
- Proficiency in Microsoft Office 365 (Outlook, Excel, Word)
- Strong attention to detail and organizational skills
- Effective verbal and written communication skills

PREFERRED REQUIREMENTS

- Bilingual proficiency in Korean; conversational Japanese is a plus
- Ability to manage multiple tasks in a fast-paced environment
- Familiarity with financial products, client documentation, and regulatory requirements

LOCATION Los Angeles, CA (Hybrid work available)

SALARY USD 64,000-75,000

BENEFITS Medical, dental, vision, 401K and others

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Company Description