



PR/087558 | Japanese Bilingual Credit Administrator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1607845

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:09

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

POSITION SUMMARY

A leading global financial institution is seeking a Credit Administrator to support day-to-day credit administration and transaction processing activities.

This role is responsible for coordinating credit-related documentation, supporting transaction closings, monitoring credit and collateral due dates, and monitoring financial statement submissions and covenant compliance requirements.

RESPONSIBILITIES

- Support credit-related transaction closing activities, including post-approval processes.
- Coordinate with the Legal Department on the preparation and execution of credit and contractual documentation.
- Collaborate with Back Office teams to facilitate transaction processing following credit approval.

- Process requests related to Standby Letters of Credit (L/C).
- Monitor credit-related due dates, including credit facilities, lines, and collateral documentation.
- Track the expiration of security and collateral documents, including guarantee letters and related agreements.
- Monitor the submission of financial statements and compliance with financial covenants

QUALIFICATIONS

- Minimum 3 years of experience in corporate banking or other financial institutions
- Strong hands-on experience and in-depth knowledge of banking products, including loans, standby letters of credit, derivatives, and trade finance
- Advanced proficiency in Microsoft Excel, Word, and PowerPoint
- Experience working in a multicultural environment is preferred

LOCATION New York, NY

WORK ARRANGEMENT Hybrid (3 days per week in office)

BENEFITS Medical, Dental, Vision, 401K and others

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Company Description