



PR/097555 | Business Analyst (KYC)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1609281

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 10:43

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is a leading IT consulting company in Japan, supporting clients' transformation of management, business, and IT.

We are looking for a Business Analysis to primarily oversee the KYC (Know Your Customer) function and support the transformation of related operational processes.

The team is focused on enhancing operational efficiency through process optimization, automation, and continuous improvement.

JOB RESPONSIBILITIES

- Collaborate with project stakeholders, including Project Managers, PMO team members, business users across branches, and external vendors, to ensure the successful delivery of project objectives.
- Analyze and document current-state (As-Is) KYC operational workflows and identify opportunities for improvement.
- Design and recommend future-state (To-Be) processes to enhance efficiency, streamline operations, and leverage

automation solutions where appropriate.

- Work closely with automation and technology teams to support solution design, development, testing, implementation, and deployment activities.
- Facilitate communication among business, IT, vendor, and headquarters teams to address project-related queries, issues, and requirements effectively.
- Prepare and maintain process documentation, workflow diagrams, business requirements, and project-related materials.

JOB REQUIREMENTS

- Bachelor's degree in Business, Finance, Banking, Information Systems, or a related discipline is preferred.
- Minimum 3 years of experience in KYC operations within the banking industry.
- Minimum 3 years of experience in operational workflow improvement, business transformation, process optimization, or related banking projects.
- Strong knowledge of banking KYC processes, regulatory requirements, and operational controls.
- Proven analytical and problem-solving skills with the ability to assess and improve business processes.
- Strong documentation skills, including process mapping and workflow documentation.
- Excellent communication, stakeholder management, and negotiation skills, with the ability to work effectively with business users, IT teams, external vendors, and regional/headquarters stakeholders.
- Experience working with automation initiatives and process improvement methodologies will be an advantage.

Working Location: Singapore

Syahirah Binte Ahmad Ja'afar (R22105331)

JAC Recruitment Pte. Ltd. (90C3026)

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Company Description