



PR/087591 | Japanese Bilingual Operations Analyst

Job Information

Recruiter[JAC Recruitment USA](#)**Job ID**

1609846

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 10:33

General Requirements

Minimum Experience Level

Over 1 year

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 TITLE Japanese Bilingual Operations Analyst

POSITION SUMMARY

In this position, you will support loan and financing operations by managing transaction processing, regulatory compliance reviews, internal controls, documentation management, and coordination with internal teams and external stakeholders.

RESPONSIBILITIES

- Review credit and loan documentation and process new transactions and amendments
- Conduct regulatory and compliance reviews

- Coordinate transaction booking, amendments, and funding activities
- Support monitoring and reporting requirements for credit portfolios
- Track documentation and customer reporting requirements
- Perform agent-related loan servicing functions and stakeholder communications
- Maintain operational systems, reports, credit files, and approval records
- Assist with administrative and operational responsibilities as assigned

QUALIFICATIONS

- Bachelor's degree in Finance, Economics, or a related field
- 0-2 years of relevant experience
- Banking experience preferred
- Business-level proficiency in both English and Japanese
- General knowledge of banking principles and/or loan markets
- Strong organizational skills and attention to detail
- Excellent interpersonal and communication skills
- Advanced proficiency in Microsoft 365 applications including Excel, PowerPoint, Word, Outlook, and Access
- Ability to work effectively in a team-oriented environment

LOCATION New York, NY

WORK TYPE Hybrid (2 times a week in the office)

SALARY USD75,000-90,000

BENEFITS Medical, dental, vision, 401K and others

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Company Description