



PR/095102 | Loan and Remittance Operation

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1540473

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年05月20日 12:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW

Our Client is a Japanese-owned bank.

JOB RESPONSIBILITIES

- Back office general operations, settlement, input vouchers for loans, securities, and money market transactions
- Operation of accounting system, settlement system (SWIFT), and custody system, etc.
- To monitor fund transfers (inward and outward remittance), customers' accounts
- The company may require you to perform duties other than those set out above.
- Account processing for banking operations (Deposits, Loans, Remittances, Securities, Money, Foreign Exchange, various expense payments, GST, etc.) and a series of administrative processes for settlements
- Operations incidental to the above (name screening (AML/CFT checks, FATCA and CRS returns), invoice management, GST refund request administration, etc.)
- Any other ad-hoc duties which the superior may assign from time to time.

REQUIREMENTS

- At least 2 years of administrative work, including Excel (Simple key-in process)
- Administrative work in either banks or non-financial companies, preferred skill
- Experience in bookkeeping in accounting, preferred skill
- SWIFT experience, Loan experience, AML; good to have but not compulsory

We appreciate your application. However, due to the volume of responses, only shortlisted candidates will be notified. Please be advised that we are unable to sponsor visas.

Hannah Ariffin

JAC Recruitment Pte Ltd

EA License Number: 90C3026

EA Personnel: R1984070

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会社説明