



PR/086708 | Jr. Clerk in Operation Group

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1547877

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年08月06日 04:00

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

POSITION SUMMARY

Japanese financial institution is seeking a Jr. Clerk in their Operation Group in the Manhattan office.

RESPONSIBILITIES

Review borrowing requests from loan agents and customers to confirm credit line availability and compliance with approved terms.

Prepare loan request records and rate reset documentation in accordance with front office approvals.

Verify signatures on borrowing notices and remittance requests, performing necessary call-back procedures.

Ensure timely completion of daily funding requests and acknowledgment by the Treasury Group.

Process fund transfers, including SWIFT payments, verifying customer account balances before executing transactions.

Generate and send rate indication notices via email.

Confirm successful interfacing of approved transactions within NOVAS systems.

Monitor loan repayment and interest settlement statuses, coordinating updates with the front office.

Follow up with agents and customers regarding pending fund transfers.

Report discrepancies and irregularities to the team leader promptly.

Maintain organized records and compile daily, weekly, and monthly reports.

Assist in collecting and preparing materials for audits and regulatory examinations as required by team leadership.

QUALIFICATIONS

Bachelor's degree or equivalent

Proficient in Microsoft Suite (Excel, Word)

Responsible and good communication skill and team spirit

0-3 years of experience in Corporate Lending

Knowledge of SWIFT payments and financial reporting processes is a plus.

*Japanese fluency is not required.

SALARY

\$55,000-\$65,000/year

BENEFITS

Medical, dental, and health insurance, vacation, sick leave, and 401K.

LOCATION

Midtown, NYC

Hybrid work: 3 days remote and 2 days work on-site/week

#LI-JACUS #LI-US #countryUS

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.us/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.us/terms-of-use>

会社説明