



PR/086867 | Japanese Bilingual KYC Analyst

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1553941

業種

監査・税理士法人

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

2026年01月20日 07:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 – (Major bank in NYC) is looking for a KYC Analyst in NYC.

This is a hybrid position.

RESPONSIBILITIES

- Client Outreach

Assess required KYC information and documents depending on clients' status. Contact clients to gather required KYC information and documents based on such assessment in a timely and professional manner.

Ensure the accuracy of obtained information and furnish them to related departments as needed for downstream

processes without delay.

Share client communication with Relationship Managers.

In the event to any issues, make independent judgement to solve them in cooperation with RM to complete KYC process without delay.

- KYC Due Date Control

Manage KYC progress without immediate direction and supervision and share the information as needed with related departments for due diligence and date control.

- Understanding of KYC Requirements and Related Bank Systems

Understand regulations and internal policies and procedures in terms of KYC and related matters, and understand related bank systems in order to make proper assessment.

REQUIREMENTS

- English / Japanese bilingual (reading/writing/speaking)
- Ability to understand policies and procedures written in Japanese and English
- Excellent business e-mail writing skill
- Excellent interpersonal skill
- Working experience in client service preferred
- Ability to work independently without immediate supervision and direction
- Proficient in Microsoft Excel preferred

SALARY

Salary range will be USD 65,000 - 80,000 (Depending on the experiences)

BENEFITS

Medical Dental Vision 401K and other benefit will be provided.

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会社説明