



PR/097253 | Sales and Client Support Associate (Japanese speaking)

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

1599701

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

2026年06月26日 11:50

応募必要条件

職務経験

1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

OVERVIEW

Our client, a Japanese bank, is seeking a Sales and Client Support Associate to support Japanese corporate clients expanding into Singapore and the wider Southeast Asia region. This role focuses primarily on sales support and hands-on client assistance, including market-entry support such as overseas inspections, exhibitions, business matching, and cross-border EC initiatives. The successful candidate will work closely with headquarters, local partners, and Japanese corporate clients to support their regional expansion, while also handling research, reporting, and coordination with internal departments. In addition, the role may involve limited, ad-hoc support to the investment team, such as assisting with information gathering and basic due diligence-related tasks.

Responsibilities

- Support overseas expansion initiatives for bank's customers, including market entry support and local coordination

- Plan and organize sales events, business matching, and promotional activities to enhance customers' products and services
- Support customers in promoting their products through cross-border EC platforms
- Conduct research on industry trends, market activities, and competitors related to customers' products and services
- Source, coordinate, and maintain relationships with local experts, partners, and vendors
- Support loan-related business expansion for banks' customers, including coordination and negotiation support
Prepare meeting minutes, internal reports, and client-facing materials
- Provide administrative and operational support across relevant internal departments as needed
- Provide ad-hoc support to the Investment Team, including assistance with due diligence and information gathering for investment and financing activities

Requirements

- Diploma or higher qualification
- 1–3 years of relevant experience in sales, marketing, business matching, or event planning
- **JLPT N1 or above (or equivalent) proficiency in Japanese, with the ability to communicate effectively with Japanese-speaking clients**

No visa sponsorship is available

We regret to inform that only shortlisted candidates will be notified.
Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R24123855
EA Personnel Name: Mei Kamioka

#LI-JACSG #countrysingapore

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会社説明