



PR/087495 | Japanese Bilingual Client Specialist

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1603036

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
2026年09月01日 04:00

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢

日本語レベル
流暢

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

In this position, you will support client relationship management within a financial institution by ensuring accurate processing of financial transactions, maintaining client records, and facilitating effective communication between clients and internal departments.

RESPONSIBILITIES

- Act as a liaison between clients and internal teams to ensure timely and accurate processing of banking transactions, including loans, foreign exchange, and deposits
- Collect, verify, and maintain client documentation and profiles
- Manage and upload digital records into internal systems, ensuring accuracy and completeness

- Support client onboarding and account maintenance activities
- Coordinate with internal stakeholders to address client inquiries and deliver high-quality service
- Provide backup support to team members to maintain operational efficiency
- Ensure compliance with regulatory requirements and maintain confidentiality of client information

QUALIFICATIONS

- Prior experience in a professional office environment (financial services preferred)
- Proficiency in Microsoft Office 365 (Outlook, Excel, Word)
- Strong attention to detail and organizational skills
- Effective verbal and written communication skills

PREFERRED REQUIREMENTS

- Bilingual proficiency in Korean; conversational Japanese is a plus
- Ability to manage multiple tasks in a fast-paced environment
- Familiarity with financial products, client documentation, and regulatory requirements

LOCATION Los Angeles, CA (Hybrid work available)

SALARY USD 64,000-75,000

BENEFITS Medical, dental, vision, 401K and others

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.

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会社説明