



PR/087558 | Japanese Bilingual Credit Administrator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1607845

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 03:00

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
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

A leading global financial institution is seeking a Credit Administrator to support day-to-day credit administration and transaction processing activities.

This role is responsible for coordinating credit-related documentation, supporting transaction closings, monitoring credit and collateral due dates, and monitoring financial statement submissions and covenant compliance requirements.

RESPONSIBILITIES

- Support credit-related transaction closing activities, including post-approval processes.
- Coordinate with the Legal Department on the preparation and execution of credit and contractual documentation.
- Collaborate with Back Office teams to facilitate transaction processing following credit approval.

- Process requests related to Standby Letters of Credit (L/C).
- Monitor credit-related due dates, including credit facilities, lines, and collateral documentation.
- Track the expiration of security and collateral documents, including guarantee letters and related agreements.
- Monitor the submission of financial statements and compliance with financial covenants

QUALIFICATIONS

- Minimum 3 years of experience in corporate banking or other financial institutions
- Strong hands-on experience and in-depth knowledge of banking products, including loans, standby letters of credit, derivatives, and trade finance
- Advanced proficiency in Microsoft Excel, Word, and PowerPoint
- Experience working in a multicultural environment is preferred

LOCATION New York, NY

WORK ARRANGEMENT Hybrid (3 days per week in office)

BENEFITS Medical, Dental, Vision, 401K and others

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会社説明