



PR/087591 | Japanese Bilingual Operations Analyst

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1609846

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 10:33

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

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 TITLE Japanese Bilingual Operations Analyst

POSITION SUMMARY

In this position, you will support loan and financing operations by managing transaction processing, regulatory compliance reviews, internal controls, documentation management, and coordination with internal teams and external stakeholders.

RESPONSIBILITIES

- Review credit and loan documentation and process new transactions and amendments
- Conduct regulatory and compliance reviews

- Coordinate transaction booking, amendments, and funding activities
- Support monitoring and reporting requirements for credit portfolios
- Track documentation and customer reporting requirements
- Perform agent-related loan servicing functions and stakeholder communications
- Maintain operational systems, reports, credit files, and approval records
- Assist with administrative and operational responsibilities as assigned

QUALIFICATIONS

- Bachelor's degree in Finance, Economics, or a related field
- 0-2 years of relevant experience
- Banking experience preferred
- Business-level proficiency in both English and Japanese
- General knowledge of banking principles and/or loan markets
- Strong organizational skills and attention to detail
- Excellent interpersonal and communication skills
- Advanced proficiency in Microsoft 365 applications including Excel, PowerPoint, Word, Outlook, and Access
- Ability to work effectively in a team-oriented environment

LOCATION New York, NY

WORK TYPE Hybrid (2 times a week in the office)

SALARY USD75,000-90,000

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