

PR/097729 | Client Onboarding Operations Specialist, Brokerage & Global Markets

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
1616039

業種
銀行・信託銀行・信用金庫

雇用形態
正社員

勤務地
香港

給与
経験考慮の上、応相談

更新日
2026年11月17日 07:00

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
流暢レベル

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
A company in the securities industry is hiring for a Financial Institutions Client Onboarding Specialist position.

This is an exciting opportunity to join a fast-paced environment supporting institutional client onboarding activities across Financial Institutions. The role offers broad exposure to stakeholders across Front Office, Compliance, Legal, and Operations functions, while playing a critical part in ensuring a seamless onboarding experience and maintaining high regulatory standards.

Job Description

- Manage the end-to-end onboarding process for Financial Institution clients, ensuring all requirements are completed within established service levels.
- Coordinate the collection, verification, maintenance, and system input of KYC and CDD information, ensuring documentation is complete and properly archived prior to account activation.
- Monitor and resolve outstanding CDD deferrals by proactively engaging with clients and internal stakeholders to obtain required information and documentation.

- Conduct daily operational reviews, including sanctions screening, World-Check screening, CRS and FATCA classifications, and maintain accurate client records within internal systems.
- Ensure strict adherence to AML policies, regulatory requirements, and internal controls, escalating any discrepancies or potential concerns promptly.
- Partner closely with Front Office, Legal, Compliance, and Back Office teams to facilitate efficient onboarding processes and minimize operational bottlenecks.
- Support system testing, data remediation exercises, and process enhancement initiatives to improve operational efficiency and client experience.

Qualifications

- Bachelor's degree or above. Candidates with qualifications in Information Technology, Computer Science, or a related discipline are preferred.
- Minimum 5 years of operations experience within Financial Institutions, with a strong focus on institutional client onboarding.
- Prior experience supporting Brokerage, Global Markets, and Investment Banking businesses is essential.
- Solid understanding of Financial Institution onboarding requirements and documentation.
- Proven ability to manage high-volume onboarding workflows with strong attention to detail and accuracy.
- Demonstrated capability to prioritize multiple cases simultaneously and perform effectively in a deadline-driven environment.
- Experience leveraging AI solutions and automation tools to enhance operational efficiency will be advantageous.
- Strong knowledge of KYC, CDD, AML, sanctions screening, CRS, and FATCA processes.
- Excellent communication and stakeholder management skills.
- Proficiency in both English and Chinese, including spoken and written communication.

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

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026

#LI-JACSG
#countrysingapore

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会社説明