



PR/086507 | Japanese Bilingual Client Service Analyst

Job Information

Recruiter

JAC Recruitment USA

Job ID

1506759

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 11:26

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client – (Major bank in NYC) is looking for a Client Service Analyst in NYC.

This is a hybrid position.

RESPONSIBILITIES

- Provides sales, service and execution support for new and ongoing client relationships. May serve as a customer solutions resource.
- Gathers required documentation. Prepares, reviews and verifies documents and relevant information for accuracy.
- Performs common processing and ensures compliance with standard regulations and processes.

- May administer complex implementation plans and related client interactions.
- Acts as a point of contact for clients, client teams or service partners and may act as an escalation point for complex client implementation and servicing issues.
- Initiates, updates and verifies client, account, or transaction details in relevant systems/applications. Provides reports as needed.
- Serves as a peer resource and may perform general administrative support.

REQUIREMENTS

- English / Japanese bilingual (reading/writing/speaking)
- Ability to understand policies and procedures written in Japanese and English
- Excellent business e-mail writing skill
- Excellent interpersonal skill
- Working experience in client service preferred
- Proficient in Microsoft Excel preferred

SALARY

Salary range will be USD 65,000 - 80,000 (Depending on the experiences)

BENEFITS

Medical Dental Vision 401K and other benefit will be provided.

We sincerely apologize, but due to a high volume of applicants, only those who successfully pass the initial screening will be contacted. We truly appreciate your understanding.

#LI-JACUS #LI-US #countryUS

Company Description