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Records Management Lead for Global Corporation

Records Management Associate - Banking

Job Information

Recruiter
[Michael Page](#)
Job ID

1506910

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

4 million yen ~ 5.5 million yen

Refreshed

November 27th, 2024 18:18

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

The role involves coordination and execution of disposal of confidential information and sensitive documents and materials directly at the client's location, in order to comply with privacy regulations.

Client Details

Our client partners with entities and affiliates to solve critical and difficult challenges through business communications and a strong system that helps and supports their brands. This particular partner is from the banking industry.

Description

The role involves coordination and execution of disposal of confidential information and sensitive documents and materials directly at the client's location, in order to comply with privacy regulations. You will be communicating with clients to address any concerns, reassure them regarding security measures being adopted, and overall updates on schedule.

Among the main responsibilities:

- Client Communication to understand specific needs related to the handling and disposal of confidential information,

volume of confidential waste, frequency of service required, and any regulatory compliance concerns.

- Maintaining open lines of communication with customers to address any concerns, provide reassurance regarding the security measures in place, provide updates on service schedules, and promptly resolve any issues that may arise.
- Offering tailored solutions to meet the unique requirements of each customer, such as providing the appropriate size and number of secure bins or containers.
- Providing Proof of service / Documentation to clients to confirm that the confidential materials have been securely collected, transported, and disposed of in accordance with the agreed-upon terms and regulations
- Logging of confidential information and providing reporting and statistics in PPT and Excel, and performing quality control to ensure procedures are followed

Job Offer

- Opportunity to be involved in essential work with major banking company
- International job scope
- Standard working hours Monday to Friday

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

Required Skills

The Team is looking for candidates interested in working for a global banking firm, with a professional approach to communication and very attentive to details. Qualifications that will ensure a successful career:

- Customer support experience, preferably in a global firm
- Proficiency with MS Excel
- Being well organized since the role involves handling of important and confidential information related to client entities
- Organized and Attentive to details: the role involves handling of and organizing specific, very important, and sensitive information
- Business level of English
- High business level of Japanese both spoken and written, for client communication

With some degree of flexibility about the above, if you think you have the right set of skills for the job, the company would love to hear from you.

Company Description

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