

Records Management Associate for Global Corporation

Records Management Associate - Banking

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1503663

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

東京都 23区

給与

350万円 ~ 450万円

更新日

2024年11月18日 10:49

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

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.

スキル・資格

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
- Fluent to native 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.

会社説明

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