



About Nippon Recruitment

Nippon Recruitment specialises in international recruitment worldwide, with a focus on Japanese companies. On behalf of our customer, a multinational Japanese financial services provider, we are looking for a

Investment Officer, Amsterdam (1019) Customer due diligence, customer service skills

Company information

Our customer is a Japanese multinational financial services provider.

Job description

- Creating drawdown/payment requests and liaise with London office
- Supporting internal documentation for new, and monitoring works for existing customers
- Gathering customer due diligence information
- Registering customer due diligence information
- Communicating with customers, agent banks and the London office to facilitate the administrative process
- Regularly administrative reporting to HQ and relevant divisions
- Arranging business trips, entertainments and gifts including related admin works

Job requirements

In order to qualify for this versatile and challenging position, required are at least the following criteria:

- Relevant bachelor or master degree
- 1-3 years' experience in relevant area
- Fluency in Japanese and English
- Teamplayer with excellent communication skills

Are you looking for this broad and challenging role? Please send your CV + motivation to Gert-Jan van der Lei (application@nipponrecruitment.com) or call +31 6 21257183.