



## PR/094332 | Operation Planning (Corporate Banking)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1506674

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 11:15

### 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 and Job Overview**

JAC's client is a foreign bank looking for a Operation Planning position based in Ho Chi Minh City.

**Job Responsibilities**

- Internal operations manuals and procedures are reviewed.
- To determine the underlying reasons and evaluate the quality, sufficiency, and efficacy of preventive actions, operational risk incidents are reviewed.
- Analyze and track data from operational statistics to spot trends and hazards and suggest ways to improve.
- Oversee the Business Continuity Plan and carry out tasks associated with it.
- Oversee the administration of user IDs and conduct frequent user ID self-checks.
- Participate in operational problem solving and offer solutions when necessary.
- Respond to Regional HO and HO questions by working with the appropriate departments.
- Support initiatives and programs aimed at increasing operational efficiency through system automation or process simplification.
- Serve as the branch coordinator for Regional HO and HO-led system implementation initiatives.
- Conduct reports to management team.
- Additional duties assigned by management team

**Job Requirements**

- Bachelor's degree or above
- A minimum of 03 years of experience in the banking, financial services, or consulting sector.
- Prior experience working on banking projects or operations is preferred.
- Strong proficiency in English
- Outstanding communication, presentation, and documentation abilities with a keen eye for detail
- Strong analytical, problem-solving, and critical thinking skills A sense of accountability and a collaborative approach are essential.
- Capable of multitasking and working under pressure

#LI-JACVN

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**Company Description**