



PR/157474 | Business Promotion Support -Officer

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512144

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 22nd, 2025 05:00

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 & JOB OVERVIEW:

This bank, established in Malaysia in 2010, offers a comprehensive range of financial services including corporate finance, trade finance, forex and derivatives, cash management, and Islamic finance. It supports economic and trade exchanges between Malaysia and Japan, leveraging a global network to facilitate cross-border business growth. The bank is committed to providing tailored financial solutions to meet diverse client needs.

JOB RESPONSIBILITIES:

1. Support the Front Office in preparing Facility Agreements and renewal letters, and establishing facility lines
2. Manage daily operations related to Bilateral Loans, Syndicated Loans, Bank Guarantees, Standby Letters of Credit, and Transaction Banking products

3. Monitor and follow up on pending items to ensure timely resolution and avoid long delays
4. Verify signatures on loan and guarantee applications before confirming with customers
5. Coordinate with the Corporate Banking and Transaction Banking departments, as well as customers, on transaction-related matters
6. Respond to and follow up on customer inquiries promptly.
7. Assist with daily administrative tasks, ensuring timely completion.
8. Perform daily monitoring and end-of-day balancing to ensure all processes are completed.
9. Cover for absent department officers and handle their responsibilities, as well as any new assignments or internal job rotations delegated by the HOD.

JOB REQUIREMENTS:

1. Bachelor's degree or higher in any field
2. Proficient in Microsoft Excel and Word, with familiarity in transaction banking products and Foreign Exchange Notices
3. Minimum of 2-3 years of relevant experience in the banking industry.
4. Strong communication skills, as frequent interaction with customers is required

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Company Description