



PR/158722 | Giro &amp; Admin Officer

## Job Information

**Recruiter**
[JAC Recruitment Malaysia](#)
**Job ID**

1526130

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 8th, 2025 18:00

## 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:**

- Provide operational and administrative support, including the clearing and settlement of local payment transactions such as eSPICK, IBG, JomPAY, RPP, Direct Debit, and account services.
- Handle multiple tasks and support other teams within the business unit, coordinating with other departments to resolve local investigations.
- Ensure compliance with BNM and Paynet policies, manuals, guidelines, and service level agreements.

- Ideally, the candidate should have experience in banking operations, particularly in Cash BOP Reporting and familiarity with BNM/Paynet guidelines
- Assist with various ad-hoc and administrative tasks as assigned.

**JOB REQUIREMENTS:**

- Detail-oriented, meticulous, and supportive.
- Proficient in MS Office applications, such as Outlook, Excel, and Word
- Proactive, a good team player, and able to communicate effectively with team members and counterparties
- Capable of adapting to a fast-paced working environment
- Holds a Bachelor's degree with experience in the banking industry, specifically in payment operations (eSPICK, IBG, RPP, account services)

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Company Description