



## PR/157474 | Business Promotion Support -Officer

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1512144

#### 業種

銀行・信託銀行・信用金庫

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年01月22日 05:00

### 応募必要条件

#### 職務経験

3年以上

#### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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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会社説明