



PR/158722 | Giro &amp; Admin 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**

1526130

**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03月11日 10:45

**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:**

- 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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会社説明