



PR/158813 | Analyst, Transaction Banking

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1540947

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 17th, 2025 04:00

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

JOB DESCRIPTIONS

- Provide high-quality service to enhance the department's and the bank's reputation by promptly and accurately executing agreements and documentation.
- Work collaboratively with the Transaction Banking Sales team to ensure efficient circulation and processing of all documentation
- Aim to exceed customer expectations and improve the value chain across all functional departments.
- Execute offer letters and ensure accurate fee charges through periodic reconciliations.
- Register and deliver customer credentials in a timely manner
- Control and verify all documentation promptly and accurately.
- Act as custodian of all related documentation
- Achieve revenue targets for the branch for the products/services
- Ensure timely execution of due date control for all departmental reports.
- Conduct periodic reviews of system branch user access.
- Enhance internal processes and revise the operational manual to ensure continuous improvement.
- Support the management of the department's risk profile and ensure compliance
- Generate and submit reports
- Monitor and submit BNM Reports and Internal Reports.

JOB REQUIREMENTS

- Must possess Bachelor Degree in any relevant field
- Ability to adapt well to transaction banking systems and products
- Good understanding of industry trends, products, relevant laws and regulations.
- Good stakeholder management skills to collaborate with other departments.
- Ability to work effectively and collaboratively as a team.

#LI-JACMY

#StateKL

Company Description