



PR/094332 | Operation Planning (Corporate Banking)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1541350

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:54

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 and Job Overview

JAC's client is a foreign bank looking for a Operation Planning position based in Ho Chi Minh City.

Job Responsibilities

- Collaborate with relevant stakeholders to analyse existing processes and identify opportunities to streamline workflows, enhance efficiency, and drive continuous improvement in day-to-day operations.
- Manage and coordinate user tasks for system implementation projects. Act as a liaison between HO/RHO and branch team, ensuring that all user requirements, feedback, and concerns are communicated and addressed effectively.
- Engage in troubleshooting operational issues, proposing solutions, and driving execution of action plans.
- Coordinate the implementation of new regulations from operations standpoint, ensuring processes align with regulatory requirements.
- Review of operational risk incidents, to identify root causes and assess quality, adequacy and effectiveness of preventive measures.

- Analyze and monitor operations statistic data to identify trend, risks and propose measures for improvement.
- Be in charge of Business Continuty Plan (BCP) and implement BCP related activities.
- Handle inquiries from RHO and HO by coordinating with relevant departments.
- Other job responsibilities as from time to time assigned by Management/Department Head.

Job Requirements

- Bachelor degree In Business, Finance, or a related field.
- At least 5 years of experience in operational process management, project coordination within Banking/Financial Services industry
- Hands-on experience with process optimization and system implementation from an operational viewpoint is preferred.
- Good command in English
- Excellent documentation, communication, and presentation skills, with strong attention to details
- Strong critical thinking, problem-solving and analytical competencies
- Sense of responsibility, team work manner is a must
- Able to handle multi tasks and work under high pressure

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Company Description