



## PR/157700 | Sales Support Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1547990

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

August 6th, 2025 06:00

### 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

Our client is an established financial institution (leasing) company from Japan.

#### KEY RESPONSIBILITIES

- Location: Permas Jaya, Johor Bahru
- Support and assist credit & marketing team.
- Responsible in processing new and existing loan submission.
- Assist in interviewing customers and request necessary document for loan processing.
- Follow up any outstanding loan documents from customers.
- Assist to carry out processing activities to achieve the team target in term of volume amount and number of clients.

#### KEY REQUIREMENTS

- Degree/Diploma in business studies or its equivalent.
- 2-3 years and above experience in banking or leasing/hire purchase industry preferred.
- Basic understanding of contract law, Hire Purchase Act and Company Act.
- Good knowledge in customer service and experience in handling customers' / dealers' complaints.

- Patient, pleasant, good communication skill and eager to help others.
- Independent correspondence and have good report writing skills. Self-motivated, outgoing personality and able to multi-task.
- Basic knowledge in Microsoft Office applications.
- Fresh graduates are welcome to apply.

#### **BENEFITS**

- Basic + allowance + bonus
- 5 days/week (flexible working hours)
- company trips (overseas), 16% EPF, 20 days Annual Leave, training and team building.

Interested applicants are welcome to apply online or contact us for more information.

#LI-JACMY

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Company Description