



PR/159219 | Bank Operation Officer

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1548173

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 6th, 2025 09:01

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 RESPONSIBILITIES:

- Review and process applications for loans, deposits, and guarantees in alignment with the bank's policies and procedures.
- Manage SWIFT transactions, ensuring they meet messaging standards, regulatory guidelines, and AML requirements.
- Reconcile SWIFT payments and address any discrepancies with correspondent banks.
- Execute and settle derivative transactions, such as interest rate swaps, in accordance with contractual obligations and market practices.
- Draft and validate operational instruction documents and accounting entries.
- Maintain accurate and up-to-date control records.
- Prepare reports for Head Office and regulatory bodies as required.
- Collaborate with internal departments to ensure efficient daily operations.
- Uphold compliance with internal policies and external regulatory standards.
- Identify areas for operational improvement and implement enhancements to boost efficiency.
- Actively support team members and contribute to a cooperative work environment

JOB REQUIREMENTS

- Possess minimum bachelor degree in any relevant field
- Good in Microsoft Excel
- Well spoken English
- Able to work independently and multitasking

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Company Description