



PR/123303 | Credit Analyst Senior Staff

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1560784

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 7th, 2025 11:18

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Scope of Work :

- Conduct financial analysis of credit applications submitted by the sales team, based on customers' financial statements and supporting data.
- Monitor and review the company's accounts receivable on a weekly basis.
- Follow up on overdue receivables and perform reassessment of customers' financial conditions.
- Coordinate and conduct customer visits together with the sales team, when necessary.
- Develop proposals and recommendations for the resolution of overdue receivables.
- Manage the administration of credit applications, including proper filing of both digital and hard copy documents.
- Provide timely reminders to the sales team regarding upcoming credit maturities.
- Prepare and submit overdue credit reports to the head office.
- Oversee and ensure effective control and monitoring of credit insurance.
- Reporting Line : General Manager of Administration Department

Requirement :

- Bachelor's degree from any majoring
- Have a minimum 3 years until 5 years of working experience as credit analyst, preferable those who is not from Japanese trading company
- Excellent communication, interpersonal, and organizational skills
- English proficiency is a mandatory, other language skill is a plus
- Adequate skills in using MS Office
- Details oriented, meticulous person
- Fast learner and well mannered

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Company Description