



PR/095389 | Credit Transaction Senior Officer

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1566489

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 11:26

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

JAC's client, a leading foreign banking group, is looking for a Credit Transaction Senior Officer

Location: Ho Chi Minh City

Job Responsibilities

Customer Service Management:

- Handle and respond to customer inquiries via phone and email, offering guidance on required documentation.
- Manage the full process related to the utilization of customers' credit facilities, ensuring accuracy and compliance with internal policies and local regulations.

Transaction Execution:

- Oversee credit-related transactions (loan, L/C, LG, etc.) for limit control, verify supporting documents for loan disbursement, execute disbursement procedures, and apply periodic interest rate adjustments.
- Track the maturity of loans and derivative transactions to ensure timely interest payments and loan settlements.
- Inform customers of loan pricing updates and upcoming or matured transactions.

Client and Business Administrative Support:

- Serve as the main contact point for client requests, manage banking correspondence, track transaction status, perform daily administrative tasks, and support RMs in delivering smooth and efficient client service.

Internal Coordination:

- Facilitate communication among clients, RMs, and internal departments to resolve issues promptly and maintain a high level of service quality.

Other:

- Perform additional tasks as assigned by TH/DH.

Job Requirements

- Proficiency in both spoken and written English and Vietnamese.
- Bachelor's degree with a minimum of 5 years of experience in banking or finance, ideally in a similar or related position.
- Solid knowledge of local regulations governing corporate lending activities.
- Strong communication and leadership abilities, with a customer-focused mindset and strong problem-solving skills.
- Excellent attention to detail, accuracy, and execution capability.
- High adaptability to change and the ability to manage multiple tasks effectively.
- Able to perform well under pressure, demonstrating resilience, patience, a results-driven approach, and a strong sense of responsibility.

#LI-JACVN

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Company Description