



## PR/159873 | Senior Officer, Banking Operation

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1567445

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 16th, 2025 09:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**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
- Execute and settle derivative transactions
- Prepare and authorize operational instruction sheets and accounting entries.
- Maintain and update control sheets to ensure accurate record-keeping.
- Manage SWIFT transactions, ensuring adherence to messaging standards, regulatory requirements, and AML protocols.
- Reconcile SWIFT payments and resolve discrepancies
- Compile and submit reports to Head Office and regulatory authorities.

- Collaborate with internal departments to ensure smooth daily operations.
- Uphold compliance with internal policies, procedures, and regulatory standards.
- Identify opportunities for process improvement and implement solutions to enhance efficiency.

**JOB REQUIREMENTS:**

- Possess Bachelor degree in any relevant field
- At least 4 years of relevant working experience, banking industry are preferred
- Strong communication and written skills in English
- Strong organization skills and ability to take ownership and accountability of assigned tasks

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**Company Description**